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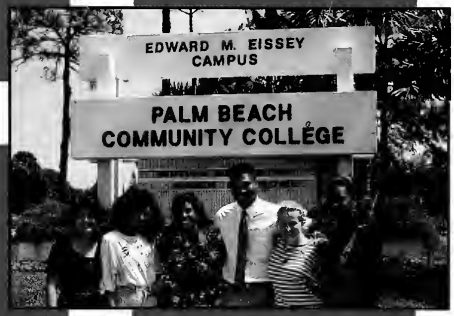
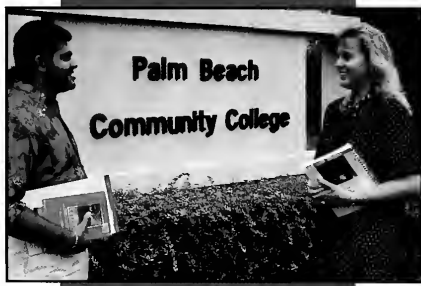
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K. Lowkey

# *Palm Beach Community College*

*The Bulletin 1992-1993*



***PBCC --  
One Degree Better***

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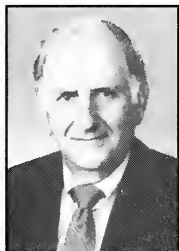


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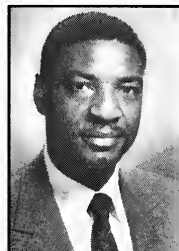
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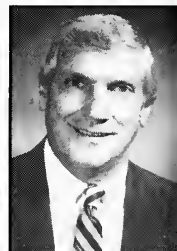
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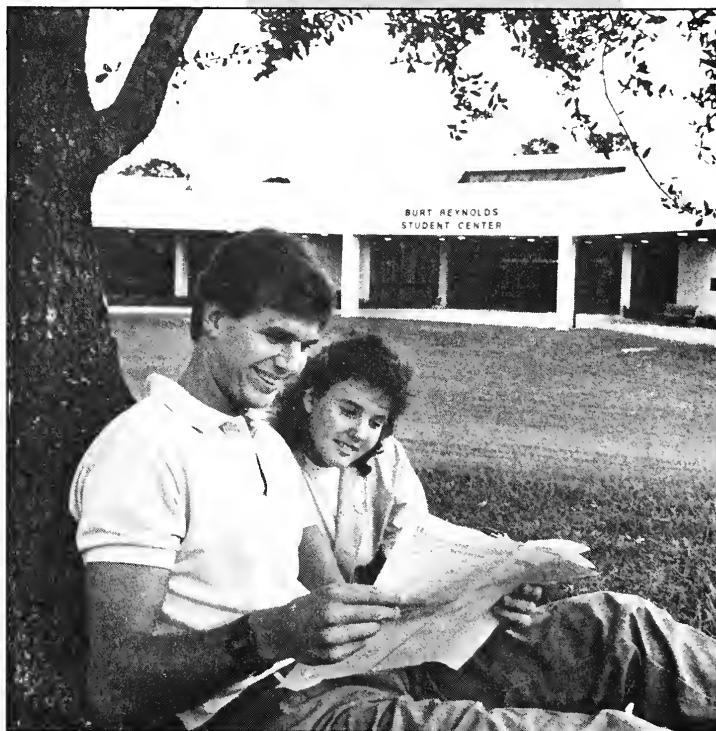
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# ***Palm Beach Community College***

The Palm Beach Community College Bulletin is an information book and reference guide dealing with almost all aspects of the College - its policies, facilities, degree programs, course offerings, services and personnel.

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of this catalog will ordinarily be applied as stated, Palm Beach Community college reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notification to individual students. Every effort will be made to keep students advised of such changes. It is especially important that each student note that it is his/her responsibility to keep himself/herself apprised of current graduation requirements for his/her particular degree program.



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## Student Calendar

**FALL TERM 1992**

- |                                |  |
|--------------------------------|--|
| May 28 . . . . .               | Deadline for international student applications  |
| Aug. 18-21 . . . . .           | Orientation, advising and registration   |
| Aug. 21 . . . . .              | Deadline for regular admission for Fall term   |
| Aug. 24 . . . . .              | Classes begin  |
| Aug. 24-28 . . . . .           | Days for correcting schedules  |
| Aug. 28 . . . . .              | Final day to withdraw with an 100% refund  |
| Sept. 4 . . . . .              | Final day to register for CLAST  |
| <b>Sept. 7 . . . . .</b>       | <b>Labor Day holiday (College closed)</b>  |
| Oct. 1 . . . . .               | Final day to complete application for graduation   |
| Oct. 3 . . . . .               | Administration of CLAST  |
| Oct. 5-16 . . . . .            | Registration for Fall Express term classes   |
| Oct. 15 . . . . .              | Eight weeks progress period ends   |
| <b>Oct. 16 . . . . .</b>       | <b>Academic Development Day (student holiday)</b>  |
| Oct. 19 . . . . .              | Express term begins  |
| Oct. 20 . . . . .              | Final day to withdraw from an Express term class<br>with an 100% refund                          |
| Oct. 20 . . . . .              | Day for correcting schedules for Express term  |
| Oct. 29 . . . . .              | Final day to withdraw from regular term classes<br>with a "W"                                    |
| Oct. 29 . . . . .              | Final day to change from credit to AUDIT<br>for regular term classes                             |
| <b>Nov. 11 . . . . .</b>       | <b>Veterans' Day (College closed)</b>  |
| Nov. 16-25 . . . . .           | Currently enrolled students register for Winter term   |
| Nov. 19 . . . . .              | Final day to withdraw from an Express term class<br>with a "W" or to change from credit to AUDIT |
| <b>Nov. 26-27 . . . . .</b>    | <b>Thanksgiving Holiday (College closed)</b>   |
| Dec. 8 . . . . .               | Last day to withdraw from College  |
| Dec. 17 . . . . .              | Last day of classes  |
| Dec. 17 . . . . .              | Commencement Exercises   |
| Dec. 18 . . . . .              | Grades due in Registrar's office by 4:00 PM  |
| <b>Dec 21- Jan 3 . . . . .</b> | <b>Semester Break (College closed)</b>   |

**WINTER TERM 1993**

- |                 |   |
|-----------------|---|
| Nov. 2          | Deadline for international students applications          |
| Jan. 4          | Orientation, advising and registration                    |
| Jan. 4          | Deadline for regular admission for Winter term            |
| Jan. 5          | Classes begin   |
| Jan. 5-11       | Days for correcting schedules                             |
| Jan. 11         | Final day to withdraw with an 100% refund                 |
| Jan. 18         | <b>Dr Martin Luther King, Jr Holiday (College closed)</b> |
| Jan. 22         | Final day to register for CLAST                           |
| Feb. 5          | Final day to complete application for graduation          |
| Feb. 16-March 2 | Registration for Winter Express term                      |
| Feb. 20         | Administration of CLAST                                   |
| March 1         | Eight weeks progress period ends                          |
| March 2         | <b>Academic Development Day (student holiday)</b>         |
| March 3         | Express term begins                                       |
| March 4         | Day for correcting schedules, Express term                |

- March 4 . . . . . Final day to withdraw from an Express term class  
with an 100% refund
- March 15 . . . . . Final day to withdraw from regular classes  
with a "W" or change to AUDIT
- April 5-9 . . . . . Spring Break (College closed)**
- April 13-16 . . . . . Currently enrolled students register  
for Summer A and B/Fall terms
- April 12 . . . . . Final day to withdraw from an Express term class  
with a "W" or change to AUDIT
- April 27 . . . . . Last day to withdraw from college
- May 6 . . . . . Last day of classes
- May 6 . . . . . Grades due in Registrar's office by 4:00 pm
- May 6 . . . . . Commencement Exercises

**SUMMER A TERM 1993**

- |           |  |
|-----------|--|
| May 5     | Final day to register for CLAST                                |
| May 7     | Deadline for regular admission for Summer A term               |
| May 6,7   | Orientation, advising and registration                         |
| May 10    | Classes begin  |
| May 10,11 | Days to correct schedules                                      |
| May 13    | Final day to withdraw with an 100% refund                      |
| May 20    | Final day to complete application for graduation               |
| May 27    | Deadline for international students applications for Fall term |
| May 31    | Memorial Day Holiday (College closed)                          |
| June 3    | Final day to withdraw from classes with a "W"                  |
| June 3    | Final day to change from credit to AUDIT                       |
| June 5    | Administration of CLAST  |
| June 10   | Last day to withdraw from College                              |
| June 21   | Last day of classes  |
| June 21   | Grades due in Registrar's office by 4:00 pm                    |

**SUMMER B TERM 1993**

- |                      |  |
|----------------------|--|
| May 5 . . . . .      | Final day to register for CLAST                                |
| May 27 . . . . .     | Deadline for international students applications for Fall term |
| June 5 . . . . .     | Administration of CLAST  |
| June 24 . . . . .    | Deadline for regular admission for Summer B term               |
| June 24 . . . . .    | Orientation, advising and registration                         |
| June 28 . . . . .    | Classes begin  |
| June 28,29 . . . . . | Days to correct schedules                                      |
| July 1 . . . . .     | Final day to withdraw with an 100% refund                      |
| July 1 . . . . .     | Final day to complete application for graduation               |
| July 21 . . . . .    | Final day to withdraw from classes with a "W"                  |
| July 21 . . . . .    | Final day to change from credit to AUDIT                       |
| July 28 . . . . .    | Last day to withdraw from College                              |
| Aug. 5 . . . . .     | Last day of classes  |
| Aug. 5 . . . . .     | Grades due in Registrar's office by 4:00 pm                    |
| Aug. 5 . . . . .     | Commencement Exercises   |

# Chapter 1

## General Information

### HISTORY

Palm Beach Junior College became Florida's first public community college in 1933 as the result of a number of conferences among civic leaders led by Joe Youngblood, county superintendent of public schools, and Howell L. Watkins, principal of Palm Beach High School. In the beginning, it was a coeducational, day-student junior college with primary emphasis on preparation for upper-division work in colleges and universities. For the first 15 years, the College scheduled classes at Palm Beach High School, where Watkins served as dean of the College, as well as principal of the high school.

In February of 1948, under the leadership of its first president, John I. Leonard, the College moved to a 21-acre site at Morrison Field, then a deactivated World War II Air Force Base and now Palm Beach International Airport. In 1951, reactivation of the base for the Korean Conflict forced the College to move to the Lake Park Town Hall, where it carried on a curtailed program for five years.

The Palm Beach County Commission donated the present 114-acre Lake Worth site of the College in 1956, and the state legislature voted \$1,047,000 for buildings. It was at this time that the College began to build its first permanent campus.

In 1958, Leonard retired, and Harold C. Manor assumed the duties of president. Under Manor's leadership, the College experienced outstanding growth in enrollment, staff, course offerings and services to the community. Many technical/vocational courses and programs were developed, and the College continued to strengthen its reputation for academic excellence.

In 1968, the Board of Public Instruction merged Roosevelt Junior College, located in West Palm Beach, with Palm Beach Junior College. The merger of the seven-year-old school, which was under the presidency of Britton G. Sales, brought its properties, students and six of its 18 full-time faculty members to the Palm Beach Junior College campus between June and August of that same year.

In the early 1970s, attendance centers opened at Belle Glade, Boca Raton and northern Palm Beach County. In June of

1976, groundbreaking of the first buildings at PBJC Glades took place. Classes began in the new facility in January of 1978.

In 1978, after 21 years of outstanding leadership, Manor retired; and Edward M. Eisey, a PBJC graduate, became the College's third president. Vigorous expansion of educational programs, increased cooperation with business and industry, unflagging zeal in pursuit of College objectives at both county and state levels are hallmarks of Eisey's administration.

In the spring of 1971, selected courses for PBJC South were first offered on the Florida Atlantic University campus. A formalized agreement was enacted in fall of 1973, bringing the South center into existence. In the fall term of 1983, PBJC South used portable classroom buildings located on a site leased from Florida Atlantic University in Boca Raton. In 1986, state funding for the first permanent classroom building was provided.

Groundbreaking for the first building at PBJC North, on a 108-acre campus on PGA Boulevard in Palm Beach Gardens, took place in July of 1980, and first-phase buildings were opened for use in June of 1982.

In 1988, the board of trustees approved Eisey's recommendation for a name change from Palm Beach Junior College to Palm Beach Community College to reflect more accurately the broad scope of programs and services.

Over the years, Palm Beach Community College built a reputation for quality education in Palm Beach County. The College offers 55 majors in the Associate in Arts degree, 36 two-year Associate in Science degrees and nine certificate programs. Ongoing Continuing Studies courses upgrade job skills, and personal enrichment seminars are frequently offered.

### PHILOSOPHY

Palm Beach Community College provides quality education based on high academic standards and the needs of the people of Palm Beach County. Individual responsibility is highly valued, and each student is encouraged to utilize available resources to pursue academic and personal success.

### MISSION

Palm Beach Community College holds as

its highest priority an academic environment of excellence conducive to lifelong learning, where individuals can attain knowledge and develop the skills and attributes necessary to meet effectively the challenges of a dynamic, multicultural world.

Palm Beach Community College is a public, equal-access institution governed by a local board of trustees under statutory authority and rules of the Florida State Board of Education and the Florida State Board of Community Colleges. Its mission is to provide:

Academic programs that award an Associate in Arts degree,

Technical/vocational programs that award Associate in Science degree, and professional certificates,

Courses and special programs to retrain and upgrade employment skills,

Preparatory instruction for students needing academic development to succeed in college-level work,

Continuing studies and community service programs which address special education, community development and economic needs,

Student, business and planning/information services that support and supplement the instructional programs,

Multicultural experiences within the College and the global community.

### ACCREDITATION

Palm Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts and Associate in Science degrees.

### MEMBERSHIPS

The College is an active member of the American Association of Community and Junior Colleges, the Florida Association of Community Colleges, the Florida Association of Collegiate Registrars and Admissions Officers.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon the satisfactory completion of two years of university parallel work at Palm Beach Community College.

Accreditation has also been granted by professional organizations for certain specific programs. This professional accreditation is noted in the catalog on pages where

the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

## PBCC FOUNDATION

The PBCC Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, developmental and charitable purposes, all for the advancement of Palm Beach Community College and its objectives. All funds and property are subject to the limitations and conditions under which they are received; therefore, funds are restricted for specific uses. The Foundation works in conjunction with departments within the College and with various individuals and agencies within the community and the state.

The Foundation consists of many active volunteer committees, such as: President's Club; Eissey, South, Glades Foundation; Planned Giving; Alumni; Legislative; Performing Arts; and Specialized Fund Raising.

## SOUTH FLORIDA COORDINATING COUNCIL

Currently, 16 colleges and universities in Palm Beach, Broward, Dade and Monroe Counties are included within the Southeast Florida Educational Consortium (SFCC) geographic area, and 12 institutions are formal members. More than 160,000 students annually attend consortium institutions at the undergraduate, graduate and doctoral levels.

Consortium leadership emphasizes, as a major goal, the continuing need for mutual cooperation among all segments of higher education in the region. Through the consortium, the presidents of the public and private/independent colleges and universities address key issues concerning the future development of higher education in Florida in a cooperative and comprehensive manner, including the establishment of complementary agendas and system-wide statements of educational priorities. Consortium institutions share common aims and objectives to enhance the teaching-learning process among all members.

The consortium is governed by a board of directors composed of the presidents of the educational institutions who fund the organization. In 1988, the SFEC Board of Directors voted to continue its essential functions and services under the auspices of the South Florida Coordinating Council (SFCC). All committees, projects, activities and agreements which were self-sufficient were continued. Members of the SFEC became members of the SFCC, with the presidents of the consor-

tium colleges and universities forming a specialized unit operating under the umbrella of the SFCC and serving on the SFCC Committee or task force of choice. SFCC-EC will promote public/private funding of higher education, will develop internships within the offices and member corporations of SFCC, and plan other activities identified by the presidents.

Florida International University, Broward Community College and Miami-Dade Community College are founding members of the Southeast Florida Educational Consortium established in 1976. Nine additional institutions are currently members of the consortium, including Barry University, Florida Atlantic University, Florida Memorial College, International Fine Arts College, Miami Christian College, Nova University, Palm Beach Community College, St. Thomas University and the University of Miami.

The South Florida Coordinating Council - Educational Consortium office is located at 1108 Kane Concourse, Suite 302, Bay Harbor Islands, FL 33154, telephone 305/863-3400.

## PALM BEACH COMMUNITY COLLEGE DISTRICT

### Locations

Courses are offered at four campus locations and a variety of attendance centers located throughout Palm Beach County. Each campus offers general education requirement courses; however, certain programs may be available at one location only.

### Central Campus

The Central Campus, PBCC's largest campus, has been located on Congress Avenue in Lake Worth for over 30 years. The campus is bordered by beautiful Lake Osborne and John Prince Park.

The campus offers a comprehensive list of majors and courses. It is also the site of the Nursing, Dental Health, Chef Apprenticeship/Hospitality Management, and Criminal Justice programs.

In addition, the Watson B. Duncan III Theatre is located on the 114-acre Central Campus. The Theatre hosts a variety of cultural and entertainment programs for the general public and serves as a performing arts teaching facility.

### Glades Campus

Nestled on the banks of a small lake, the Belle Glade Campus began as an attendance facility in 1973. The permanent facility was opened for classes in 1978.

In addition, the 470-seat Dolly Hand Cultural Arts Center, located on the Glades Cam-

pus, was completed in 1982. The theater offers a variety of cultural performances and is available for rent by individuals and organizations for lectures and meetings.

### Edward M. Eissey Campus

Palm Beach Community College Eissey Campus, located in Palm Beach Gardens, opened in 1982 as a permanent, full-time facility.

The campus, an experiment in the use of xeriscape, was designed to retain much of the native vegetation.

The Philip D. Lewis Center for Business and Industry Technology is located on the Eissey Campus. It houses the Respiratory Care, Water/Wastewater Technology, Ornamental Horticulture, Radiography and Pest Control programs in addition to a variety of other business and technical curriculums.

The Eissey Campus is also the home of the Legal Assistant Training program. In addition, Florida Atlantic University (FAU) offers limited courses on the PBCC Eissey Campus.

### South Campus

Since 1972, PBCC and FAU have worked cooperatively to offer programs in south Palm Beach County on the Florida Atlantic University Campus in Boca Raton. The unique partnership between the two institutions offers opportunities for a four-year baccalaureate degree at one location.

The PBCC South site was designated as a campus in 1989. Also during 1989, the first permanent building was completed, expanding the facilities at that location.

The South Campus curriculum includes many college transfer programs, a number of vocational and technical offerings, as well as Continuing Studies/Learning Unlimited courses.

# Chapter 2

## Student Services

It is the desire of Palm Beach Community College to provide broad opportunities for the intellectual and cultural development of students in an atmosphere of order and respect. The Student Services office works in partnership with Academic Affairs and other components of the College in developing programs and activities to meet this end. Various student services are available on each campus, with the vice president of student services giving districtwide leadership and direction in this area.

One condition of enrollment at the College is that the student maintains good deportment and is law abiding. The vice president of student services and campus provosts, with the assistance of the deans of student services and other college personnel, are responsible for interpreting and enforcing school policies, rules and regulations that apply to students.

### *Listing of Student Services and Activities:*

1. Admissions
2. Academic Advisement
3. Assemblies
4. Athletics
5. Career Planning
6. Clubs and Organizations
7. Counseling
8. Financial Aid
9. Health Services
10. Housing Listings
11. Information
12. Insurance
13. Intramurals
14. Job Placement
15. Lost & Found
16. Orientation
17. Placement Tests
18. Recruitment
19. Registration
20. Retention and Completion
21. Student Handbook
22. Student Publications
23. Testing Services
24. Veteran Affairs

### ACADEMIC ADVISEMENT

On the Central Campus, arrangements for academic advising will be made for all enter-

ing students who have declared a major field of study by the various division chairpersons and program managers during orientation. Students who do not declare a major are academically advised by one of the student services counselors until a major is declared. On other campuses, students are advised by student services counselors, advisors and program managers. At the appointed time, advice and information will be given to the student regarding what subjects are necessary to accomplish a certain major, as well as graduation from college. During the school year, academic advisors will be available in their offices to assist the students in working out academic programs for the coming term. Students are encouraged to maintain contact with academic advisors in order to be absolutely sure they are taking the right courses needed for graduation in their chosen major or transfer to their preferred university. Students bear the ultimate responsibility for course selection.

### ASSEMBLIES

Lectures, musical and dramatic productions, and other assembly programs are provided by the College.

### ATHLETICS

Palm Beach Community College has achieved national recognition through intercollegiate athletics. Opportunities for participation are offered for both men and women in a variety of sports that include basketball, baseball, golf, tennis and softball. Membership in the Florida Junior College Conference and the National Junior College Athletic Association largely determines policies and procedures by which the program operates. The athletics program provides an opportunity for good competition, development of skills, and experiences in self-discipline and cooperation for the highly-skilled student. Handicapped students are encouraged to try out for teams on which they might successfully participate.

### CAREER PLANNING

Career planning and job placement are available to assist you with clarifying your career goals and selecting a college major. These resources provide students with the opportunity to explore interests, values, and

abilities, and obtain information regarding career opportunities. Career counseling is offered on all four campuses. Inquire at the Student Services/Counseling office on the campus you are attending. Full-time and part-time employment opportunities are regularly received from employers in business and industry, government and education. These listings are available for students to review on all campuses. Written and audio-visual resources, counseling and seminars are provided on the various aspects of securing employment, such as resume writing, interviewing and job search skills, as well as related topics concerning career planning.

**Job Placement:** The job placement program provides current information on job opportunities in the local area, maintaining a close working relationship with the State Employment office. Written materials, counseling and seminars are provided on resume writing, interview skills, and various other aspects of securing employment.

### CLUBS AND ORGANIZATIONS

#### Student Government

Each of the campuses has a student government group: Student Government Association (SGA) on Central Campus and South Campuses; and Student Activity Committee on the Edward M. Eisey and Glades Campuses. These groups are designed to provide guidance and direction to the student body, develop student programs and activities and promote student involvement, develop positive working relationships between various segments of the College and provide students with opportunities to develop and exercise leadership skills. Each government group elects an executive committee that does much of the planning for the organization. Students are encouraged to become active participants in the student government body.

#### Student Organizations

Palm Beach Community College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures for the establishment and sanctioning of a special interest group. A list

of such groups now sanctioned is printed below.

#### South Campus

1. Phi Theta Kappa (*Honor Society*)
2. Black Student Union
3. Student Government Association
4. International Student Association
5. Southside Players (*Drama Club*)

#### Glades Campus

1. Phi Theta Kappa
2. Black Student Union
3. Student Activities Committee

#### Edward M. Eissey Campus

1. Phi Theta Kappa
2. Phi Beta Lambda
3. Journalism Club  
(*Beachcomber Magazine-EME*)
4. International Students
5. Student Activities Committee
6. Debate Club
7. African American Student Assn.
8. Respiratory Care Club
9. Science Club
10. Spotlight Players

#### Central Campus

1. Student Government Association
2. Phi Theta Kappa
3. Delta Epsilon Chi (*Marketing Club*)
4. Student Music Education Association
5. Student Nurses Association
6. Early Childhood Education
7. Black Student Union
8. The Fashion Club
9. Students for International Understanding
10. Circle K
11. Hospitality Unlimited
12. Performing Musical Groups:

*Concert Band*  
*Brass Ensemble*  
*String Ensemble*  
*Woodwind Ensemble*  
*Percussion Ensemble*  
*Music Theatre Guild*  
*Student Music Educators*  
*National Conference*  
*Concert Choir*  
*Jazz Ensemble*  
*Pacesetters*  
*Saxophone Ensemble*  
*Trombone Choir*

13. Cheerleaders
14. Beachcomber
15. Young Republicans
16. SADD

17. Brain Bowl Team
18. Drama Club (*Phi Rho Pi*)
19. Christian Activities Club

To hold office in a student organization, a student must have a minimum 2.0 grade point average at the beginning of his/her tenure of office and must achieve a minimum 2.0 average during each semester of his/her stay in office.

To be a member of an academic honor society, a student must have at least a 3.2 average.

#### COUNSELING SERVICE

The student services counseling staff is on duty on all four campuses during day and evening hours to provide counseling, academic advising and career information.

#### LOST AND FOUND

Recovered lost articles may be claimed at the Security Office.

#### STUDENT PUBLICATION

The *Beachcomber*, the College newspaper, is published weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography and business management. The *Beachcomber* has earned many state and national awards in recent years. The *Beachcomber* is located on the Central Campus. A College magazine is published on the Edward M. Eissey Campus.

#### STUDENT HANDBOOK

All regulations and policies pertaining to student conduct are listed in the *Student Handbook*. Copies are available in the Student Services Office on each campus.

#### HEALTH SERVICES

The following services are available in the Central Campus Student Health Clinic which is staffed by a licensed nurse.

- Health counseling by appointment
- First-aid treatment
- Student accident insurance and application and claim forms
- Liaison with health agencies and personnel
- Health screening programs
- CPR and multimedia first-aid instruction
- Physical Education Medical Waivers

Student Services offices on other campuses provide some health referral services.

In case of serious accident or illness, the family doctor and/or the parents, guardian or next of kin are notified immediately by the Student Services office.

#### Acquired Immune Deficiency Syndrome (AIDS)

AIDS is a dreaded disease with no known cure. The underlying pathology of AIDS is a breakdown of the body fluids that cause infection. The greatest risk of becoming infected lies in the sharing of intravenous needles and syringes or exposure through intimate contact with an AIDS or HIV positive victim. There is no evidence that AIDS can be spread by casual contact. For further information about AIDS and how to safeguard yourself against this fatal disease, contact the Student Health Clinic or one of the student services counselors.

**AIDS Policy:** The College will allow students with Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC) or those testing positive for Human Immunodeficiency Virus (HIV) to participate in any student programs unless it can be demonstrated that such students are a direct threat to other students, employees or the general public.

If it is determined that a student who has AIDS, ARC or has tested HIV positive appears to pose a threat to other persons, the condition will be reviewed by a College committee consisting of the vice president of student services, two College employees in the health care field, and one other administrator, counselor or faculty member appointed by the president. The committee will review the facts and recommend to the president whether or not action should be taken. The committee will consider "reasonable accommodation" if it is determined that some type of action is required.

The committee will take reasonable measures to safeguard the confidentiality of medical records or other information it has obtained.

The *Student Handbook* will provide information related to AIDS education or identify where additional AIDS education may be obtained.

**Measles Immunization:** It is strongly recommended that all students under the age of 35 years, who have not had measles (rubella) or who were immunized for this disease before 1965, obtain measles immunization prior to attending college. Immunization can be obtained in the following Health Department Clinics from 2 p.m. to 4 p.m., Monday through Friday:

- Delray Beach
- Lake Worth

- *Belle Glade*
- *Riviera Beach*
- *West Palm Beach*

**Accidents and Illness:** All accidents should be reported to a College official immediately. In case of injury or illness, competent first aid should be sought immediately. Call the College nurse, campus security, or the office of Student Services, or if the situation warrants, call for paramedic emergency assistance by dialing 911.

## HOUSING

A list of available housing and landlords, who will rent to students without regard to race, color, creed or national origin, may be obtained from the Student Services Department at Central Campus. Students and parents are advised to thoroughly investigate all housing facilities before undertaking any obligations. The College has no dormitory facilities and has no responsibility for agreements between landlords and students.

Students without cars, especially international students, should finalize housing arrangements at least one month before registering for classes.

## INSURANCE

It is suggested that entering students consider applying for accident insurance while enrolled at PBCC, inasmuch as the College assumes no responsibility should an accident occur. Envelopes and information may be obtained in the Health Clinic (Central) or Student Services offices. Dental insurance is available to enrolled students. Applications are available in the Student Health Clinic.

## INTRAMURAL AND RECREATIONAL ACTIVITIES

Intramural and recreational activities are sponsored by the Student Services Department. These activities represent a broad selection of individual and team sports. Opportunities are available for students to participate in all phases of the intramural program, including planning and organizing, competing and officiating.

PBCC maintains an active membership in the National Intramural and Recreational Sports Association.

## TESTING SERVICES

Various testing programs for students and a test-scoring service for faculty are provided on each campus. A variety of national and state exams for students such as the CLEP, ACT, SAT, Central Technician Test, COPA Test, CLAST and State Teachers Exam are administered. Application and information

for these and other tests are available in the Student Services Testing Center on each campus.

## VETERANS AFFAIRS

The College is state-approved for veterans' training. Veterans and eligible dependents who plan to attend under any of the various veterans' training laws should apply through the Veterans Section of the Financial Aid Office.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges just as other students; the exceptions are pre-certified Chapter 31 students (disabled vets under vocational rehabilitation). Any VA student may receive one deferment per year to pay his fees by completing the appropriate forms at the Veterans Section of the Financial Aid office and taking them to the Cashier's office. Veterans who choose to defer their fees and fail to pay by the due date will be treated as other students who fail to pay fees. Upon certification by the College and Veterans Administration, educational allowance is paid monthly to the student for training time computed as follows in table 2-1.

Time	Regular Term	Six-Week-Term
Full .....	12 or more	(Depends
3/4 .....	9-11 sem.hrs.	on
1/2 .....	6-8 sem hrs.	specific
Fees Only .....	1-5 sem	courses)

Table 2-1

Students claiming benefits and eligible to receive a monthly benefit check should be prepared to meet their expenses in full for the first two or three months prior to receipt of their first VA check. When eligibility is established, checks usually arrive by the tenth of each month.

## STANDARDS OF PROGRESS FOR VETERAN STUDENTS

Palm Beach Community College has established the following standards of progress for all veterans or eligible persons receiving VA benefits to comply with Veterans Administration regulations:

- (1) Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records must show continuous pursuit and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for

a course, and record of enrollment in subjects from which there was a withdrawal.

- (2) Complete academic records are maintained on previous college-level academic training and these records indicate the amount of credit accepted which proportionately shortens the training period. The record is cumulative in that it shows the results of each term of enrollment, subjects taken and grades earned.
- (3) A veteran or other eligible student will be subject to the attendance criteria covered elsewhere in this catalog.
- (4) Policies relative to standards of conduct and progress required of the student are enforced. These include, but are not limited to, placing students on academic probation when their quality point average is below that indicated in table 2-2.

Semester Hours Attempted	Grade Point Avg.
1 - 14 .....	1.4
15 - 27 .....	1.6
28 - 45 .....	1.8
46 and over .....	2.0

Table 2-2

- (5) If the appropriate quality point average has not been attained after one semester on probation, the Veterans Administration will be notified that the student is making unsatisfactory progress and that educational benefits should be discontinued. Notice of changes in enrollment status are also sent when a student withdraws during a term or changes status.
- (6) Unsatisfactory progress will be reported when a student accumulates punitive grades (F's) equivalent to more than the minimum number of credit hours considered to be full time (12).

It is the responsibility of the veteran to advise the Veterans Affairs office of any changes in status, i.e. address, withdrawal from class, etc.

The coordinator of Veterans Affairs is located in the Financial Aid office.

## STUDENT RETENTION AND COMPLETION

Information about student retention and completion in each of the academic programs is available to students in the Registrar's office, Student Services office, Career Center, and Division Chairpersons' offices. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information as outlined

in the Notice of Proposed Rule Making, published in the Federal Register of April 8, 1977, on page 18749, paragraph 178.5 (f), (g), (h).

### RELIGIOUS OBSERVANCES POLICY

The College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida law.

Students are required to make arrangements in writing with teachers and other appropriate college personnel at least one week prior to an anticipated religious observance for holidays not recognized on the academic calendar, and which come within the accommodation requirement.

A student who is denied accommodation may appeal in writing to the supervisor of the faculty or staff member who denied the request within 10 class days from the time of the denial. If the student is not satisfied with the determination at this level, an appeal may be made to the next level of academic man-

agement. To expedite the process, the maximum time period between all appeals and responses will be 10 class days.

The student may appeal to the vice president of student services for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the vice president of student services, will hear the facts and provide a recommendation to the College president, whose decision on the matter shall be final.



# Chapter 3

## Financial Aid

Financial aid, consisting of scholarships, grants, loans and student employment, is available to assist deserving and qualified students in attending Palm Beach Community College. Nearly all aid is given on the basis of need determined through financial analysis done by ACT, CSS and PELL. (Forms are available at the Financial Aid office on each campus.)

A completed financial aid application and a financial analysis must be on file in the office of Financial Aid. An official award of financial aid cannot be made until an application for admission to Palm Beach Community College has been approved; however, a student should not wait for a notice of admission before submitting an application for financial aid. Applications for financial aid should be submitted as soon as possible after January 1. Applications will be considered according to the availability of funds and need. A new application for financial assistance for all programs must be submitted each year.

### STANDARDS OF PROGRESS FOR STUDENTS RECEIVING PELL, SEOG, WORKSTUDY, STUDENT LOANS AND FSAG

In accordance with federal regulations, students participating in any of the federal financial aid programs offered through Palm Beach Community College will be subject to the following Standards of Academic Progress. These standards shall also apply to state aid programs and shall be effective as of the 1984 fall semester for all financial aid recipients, including those who received assistance prior to August, 1984.

These standards are also applicable during periods of enrollment for which a student was not a recipient of federal or state financial aid.

To be considered to be making satisfactory academic progress, the student must maintain the minimum standards as shown in table 3-1.

Sem. Hours Attempted	Grade Pt. Average
1 - 14.....	1.4
15 - 27.....	1.6
28 - 45.....	1.8
46 and over.....	2.0

Table 3-1

In addition to grade point average, the student must successfully complete the num-

ber of academic credits per semester as indicated below:

- A full-time student or one who enrolls in 12 or more academic credits during a semester must earn at least eight of those credits.
- A three-quarter-time student or one who enrolls in nine-to-11 credits during a semester must earn at least six of those credits.
- A half-time student or one who enrolls in six-to-eight academic credits during a semester must earn at least four of those credits.

Full-time students shall be eligible to receive financial aid for a maximum of eight academic semesters. Part-time students eligibility time frame shall be in direct proportion to that of full-time students.

Students who fail to satisfactorily meet the stipulated Standards of Academic Progress shall be placed on Financial Aid Probation for one semester, during which time they will continue to be eligible for financial aid.

Students who fail to satisfactorily meet the stipulated Standards of Academic Progress by the end of their Financial Aid Probation period shall be placed on Financial Aid Suspension. A student on Financial Aid Suspension is not eligible to receive financial aid until such time as the suspension is lifted and the student is reinstated.

Students who have been suspended from receiving financial aid may have their eligibility reinstated in one of the following ways:

- Through an appeal procedure.
- By meeting the Standards of Academic Progress through enrolling in courses at the College without the benefit of financial aid.

A student under Financial Aid Suspension may appeal suspension by submitting a written statement to the Financial Aid Director. The Financial Aid Director will review the appeal and determine whether there are mitigating circumstances that might justify lifting the suspension. If the Financial Aid Director denies the appeal, the student may further appeal by submitting a written statement to the Financial Aid Committee requesting a review of the case.

If the suspension is lifted, the student's status reverts to Financial Aid Probation for an additional semester. Following this sec-

ond probationary period, the student shall not be eligible for further financial aid until such time as the Standards of Academic Progress are satisfactorily met.

### SCHOLARSHIPS AND GRANTS

Many scholarships and grants are available to students through college, state and federal funds and through the generosity of individuals and private organizations. These scholarships are awarded on the basis of need, special talents and academic achievement.

Students seeking athletic scholarships should contact the Director of Athletics.

Music grants are awarded on the basis of auditions through the Music Department.

### President's Scholar Awards

President's Scholar Awards are scholarships given to Palm Beach County high school graduates in recognition of outstanding performance as evidenced by their being ranked in the top 10 percent and having a 3.0 grade point average in their graduated class. The names of high school students who are ranked in the top percent and have 3.0 grade point average are requested from each school principal. (Participating high schools have to meet accreditation criteria required by PBCC.)

### Graduating Sophomore Scholarships

Between 20-to-30 scholarships, varying from \$100-to-\$2,000, are available for graduates of Palm Beach Community College going on to upper division. A 3.0 GPA average is required in most cases, and need is an important factor.

### PELL Grant

A federally-sponsored program of aid is available for full-time and part-time students (minimum six hours enrollment). The amount of award based on family income is determined by a contractor of the United States Office of Education.

### Supplemental Education Opportunity Grants

A federally-sponsored program provides a minimum \$200 for especially needy students.

### Florida Student Assistance Grant

Awards are made by the State of Florida

for students who are residents of Florida and have demonstrated financial need.

## STUDENT EMPLOYMENT

### College Work-Study Program

Through federal assistance, campus employment is available to students who demonstrate need and qualify for this program.

## LOANS

While unnecessary borrowing is not encouraged if other forms of aid are available, loans are a major source of student financial aid.

### Emergency Loans

A fund has been established to permit a student a \$10-to-\$400 loan for emergency purposes. Loans are made only to students in good standing and cannot be used for registration fees. Loans must be repaid no later than two weeks before final examinations in the term in which the loan is made. A two percent service fee may be charged.

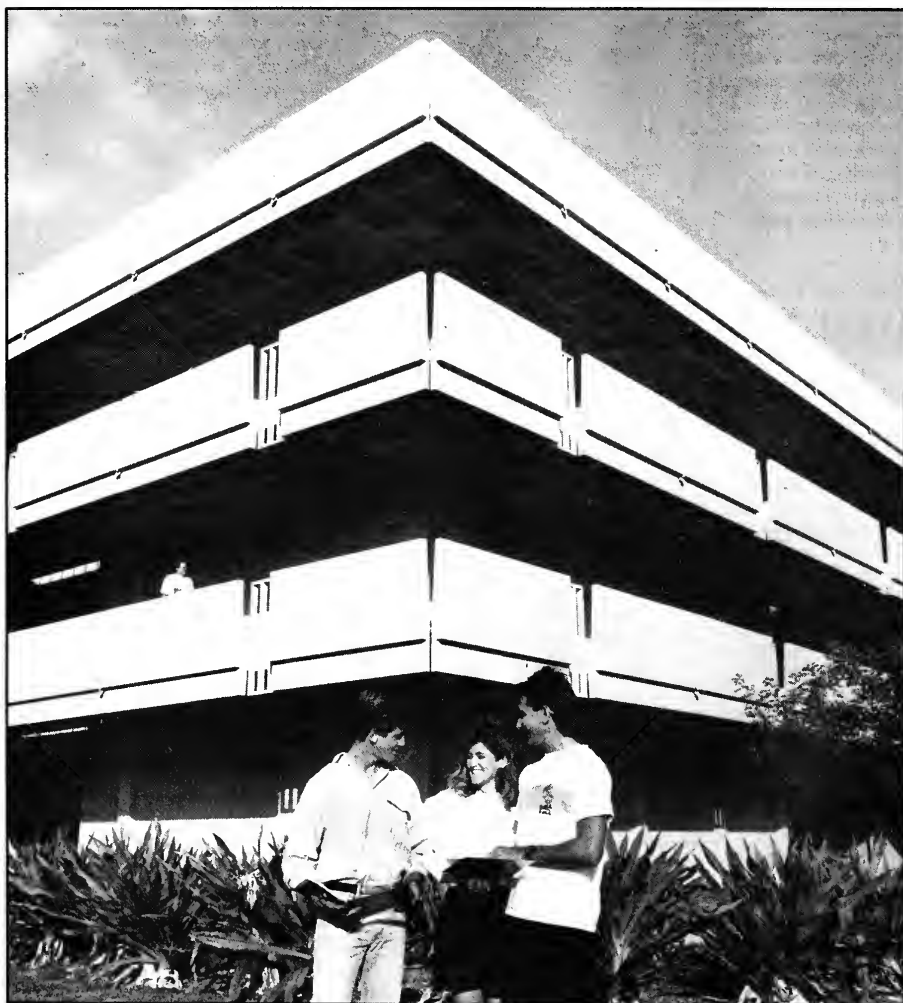
### Parent Loans and Supplemental Loans

A federally-sponsored program enables parents and independent students to borrow up-to-\$4,000 per academic year to a total of \$20,000. The present maximum interest rate

for these loans is 12 percent, but interest rates may change, so check with your lender.

### Stafford Student Loans

Through federal assistance, loans covering a student's needs are available through banks, savings and loan agencies, credit unions and the state. Application and financial statement must be submitted to the College to review and then submitted to the lending agency by the student. Eight percent simple interest begins after the student leaves college, and repayment may be made over a 10-year period.



# Chapter 4

## Admissions

### ADMISSION PROCEDURES

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

#### 1. Admission Forms

Complete the application form located in the back of the catalog in detail, sign the residence affidavit, and forward completed application and fee to the Admissions office of the campus of your choice.

#### 2. Transcripts

Send the transcript request form located in the back of the catalog to the high school and request that your transcript be sent immediately to the PBCC Admissions Office.

If you have attended college elsewhere, you must request official transcripts from all colleges attended. Request that transcripts be sent directly to the PBCC Admissions Office.

Transcripts are official only when they are mailed directly from the previous institution to PBCC. Those transcripts delivered by a student are not considered official.

#### 3. Measles Immunization

The Center for Disease Control and the HRS Palm Beach County Public Health Unit recommend that revaccination be done for all students at the school and all school personnel born in or after 1957 who cannot provide documentation that they received two doses of measles-containing vaccine on or after their first birthday or other evidence of measles immunity (documentation of physician-diagnosed measles or laboratory evidence of immunity to measles).

#### 4. Placement Tests

All first-time-in-college, degree-seeking freshmen are required to take the ACT, SAT, MAPS, ASSET or CPT and have their scores reported to PBCC. Non-degree seeking students desiring to enroll in mathematics or English also must report scores. Students who do not have scores are not eligible for Financial Aid.

*Financial Aid/placement tests*  
Results of this test are used in the academic advising process to help place students into proper levels of English, mathematics and reading courses and are not otherwise used for admission to the College. Students should complete placement testing prior to enrolling in classes, and are to register in courses as indicated by the results. The ACT is offered

five times a year on national test dates in October, December, February, April and June.

**Transfer Students** from accredited colleges who have completed their English and mathematics requirements prior to entering Palm Beach Community College are not required to complete appropriate placement testing.

#### 5. Orientation

All first-time-in-college, degree-seeking students **MUST** attend New Student Orientation. All new students to the College are expected to participate. Days are designated for orientation prior to the beginning of each term. Early orientation sessions are available by appointment only. A review of College policies, programs and activities will be presented to assist the student in making the transition to college life. Academic advisement and registration will follow the orientation session.

#### 6. Acceptance of Students

Upon completion of all forms and assuming eligibility, the applicant will receive an acceptance letter from the Admissions office complete with dates for orientation, registration and final testings. Limited or selected admission programs require a second step in the admission process.

**Any student falsifying application records will be subject to immediate dismissal without refund.**

#### 7. Nondegree Forms

The nondegree form may be used only in those cases where it is not necessary for the student's previous academic records to be on file. The nondegree form shall not be used with degree-seeking or certificate-seeking students or with students seeking any type of financial aid (social security, veteran benefits, federal grant, scholarships, etc.) or by international students on an F-1 visa. **Non-degree seeking students are not eligible for financial aid or to participate in campus organizations.**

### ADMISSION CRITERIA

#### Certificate of Graduation

Palm Beach Community College will accept diplomas from the approved high schools of Florida, from any secondary school of another state which is accredited by

its state university, and from any accredited college or university.

Candidates for admission who have graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state schools, may not be admitted to Palm Beach Community College if, in the opinion of the Admissions Appeals Committee, they will not be able to meet the academic standards expected of students at PBCC.

### STATE HIGH SCHOOL EQUIVALENCY DIPLOMA

Applicants who are at least 18 years of age may qualify for this diploma upon successful completion of the General Education Development (GED) tests. These tests are administered in the office of Adult Education, which is an official testing center for the State Department of Education. The GED test **MUST** be taken in English and the official transcript must be sent directly from the GED Testing Center to the Admissions Office.

Students 18 years of age or older who do not possess a high school diploma or GED may be admitted as a special student. Upon completion of the first 12 semester hours, if at least a 2.0 cumulative grade point average is attained, the student shall be admitted to A.S. degree or certificate programs (excluding selected admission programs) that do not require a high school diploma or GED.

### ADMISSION POLICIES

Palm Beach Community College does not discriminate on the basis of race, color, ethnic status, national origin, sex, or handicapped status in admissions, educational programs or other College programs and practices.

In order to maintain the College ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed sufficient. Decision on admission rests with the Registrar's Office.

One of the conditions for entrance into Palm Beach Community College is that the student gives his authorization for the College to release transcripts to governmental and educational institutions.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Community College for a period of two years,

who has previously been expelled from a junior college or university within a two-year period for unlawful possession, sale or use of a narcotic, or for campus disruptions.

### ADMINISTRATIVE DIRECTIVE ON ENTRY-LEVEL TESTING

In the spring of 1979, the Florida Legislature enacted CS/HB 1689, a bill designed to improve the quality of college education in Florida. The two goals of the bill were: 1. To ensure that students entering their freshman year are correctly placed so that they can acquire essential college-level communications and computational skills. 2. To ensure that students entering the junior year have acquired those communications and computational skills essential to success in upper division programs.

As a consequence, all first-time-in-college, degree-seeking students must present scores from either the SAT, ACT, ACT Enhanced, CPT, ASSET or MAPS. As shown on the following chart, higher scores place students into regular or advanced courses,

while lower scores require students to be placed into college-preparatory courses. Students placed into the college-preparatory program will be allowed three semesters to complete each subject area.

Each advisor will use this information for placement of a student in mathematics, English or reading classes.

1. The American College Test (ACT) Enhanced version, or CPT shall be the preferred test used in the initial placement of students in mathematics, English and reading courses. Scores on the Scholastic Aptitude Test (SAT), ACT, ASSET or MAPS will also be accepted.
2. Each first-time-in-college student entering a credit program shall be tested for placement purposes.
3. Students who test into the college-preparatory program shall begin taking college-preparatory courses during their first 12 semester hours of credit course work at the College and should continue to enroll in college-preparatory courses until all preparatory requirements are completed.

4. College preparatory courses in mathematics, English and reading shall be graded pass or no pass and will be six contact hours per week.
5. The entry-level test cutoff scores come to us from the Office of the Florida Commissioner of Education and the State Board of Education and were effective fall 1985. In addition to the cutoff scores for college prep, scores for advising into other courses have been identified.
6. The cutoff scores for the ACT, ACT Enhanced, CPT, ASSET, MAPS and SAT for mathematics, English and reading courses shall be those given in the table 4-1.  
Students may be placed in a course lower than indicated by test score but not in higher one.
7. Prospective students should take ACT/Enhanced on one of the five national test dates established by the ACT Corporation. Applications may be secured from any high school guidance office or the Palm Beach Community College Testing Center. It takes ap-

	ACT	ACT Enhanced	SAT	CPT	ASSET New	MAPS
REA 1008 - College Preparatory Reading Level (4 hrs. - 6 contact)	1-13 (Composite)	1-15 (Reading)	0-339 (Verbal)	0-77 (RS)	0-36 (RR)	0-14 (R)
ENC 1080 College Preparatory English (4 hrs. - 6 contact)	1-14 (English)	1-15 (English)	0-30 (TSWE)	0-77 (SS)	0-36 (LR)	0-30 (E)
ENC 1101 Freshman Communications I	15 & above (English)	16 & above (English)	31 & above (TSWE)	78 & above	37 & above	31 & above
ENC 1121 Honors Freshman Communications I	23 & above (English)	27 & above (English)	49 & above (TSWE)	81 & above	NA*	33 & above
MAT 1024 Basic Algebra (4 hrs. equivalent - 6 contact hrs.)	0-12 (Math)	0-16 (Math)	0-390 (Quant.)	0-63 (EA)	0-36 (EAR)	0-211 (M)
MGF 1104 Math for College Students or MAT 1033 Intermediate Algebra (Appropriate test scores plus High School Algebra or MAT 1024)	13 & above (Math)	17 & above (Math)	400 & above (Quant.)	64 & above (EA)	37 & above	212 & above
MAC 1102 Algebra for College Students or STA 2014 Statistics (Appropriate test scores plus two years High School Algebra or "C" or better in MAT 1033)	14 & above (Math)	18 & above (Math)	410 & above (Quant.)	65 & above (EA)	NA*	NA*
MAC 1140 Pre-Calculus (Appropriate test scores plus two years High School Algebra or "C" or better in MAC 1102)	20 & above	22 & above	450 & above (Quant.)	43 & above (CLM)	NA*	NA*
MAC 1114 Trigonometry or MAC 2233 Survey of Calculus (Appropriate test scores plus two years High School Algebra or "C" or better in MAC 1140)	23 & above (Math)	23 & above (Math)	480 & above (Quant.)	63 & above (CLM)	NA*	NA*
MAC 2311 Calculus and Analytic Geometry I (Appropriate test scores plus High School Trigonometry or "C" or better in MAC 1114)	27 & above (Math)	28 & above (Math)	540 & above (Quant.)	89 & above (CLM)	NA*	NA*
* NA means that concordant scores are not yet available.						

Table 4-1

proximately five weeks to receive scores from a national test date. Students who cannot meet deadline dates for national testing may take the CPT on the Palm Beach Community College Campus on specific dates, prior to each registration period. Please contact the Testing Center for dates and times. The student will bear the cost of the test.

8. College preparatory courses (ENC1080, MAT1024). These courses, if assigned through placement testing, must be completed in addition to all course requirements in the program you choose. Reading may also be required. (REA1008).

## HIGH SCHOOL DUAL ENROLLMENT

Dual enrollment is an opportunity for students presently attending an accredited Palm Beach County public or private high school to enroll concurrently in courses offered by Palm Beach Community College. Specially selected students may receive up to seven college credits each fall and winter term. Credits can also be applied toward high school graduation with principal's approval.

Any Palm Beach County public or private high school student in order to be eligible for participation in the Dual Enrollment program must have the following:

- a. Completed his/ her sophomore year.
- b. Achieved a grade point average of 3.0 or higher.
- c. Received approval of the high school principal.
- d. Satisfied any course prerequisites.
- e. Placement testing scores adequate for English or mathematics.
- f. A recommendation/approval from parent, counselor and principal.
- g. An expressed intention to pursue a college degree.

Qualified students must obtain a Dual Enrollment Permission form from their high school guidance counselor. This completed form must be submitted to the Registrar's office at Palm Beach Community College, along with a regular PBCC application form for admission and a partial transcript to date. A new dual enrollment form will be submitted for each term enrolled. The student may then register for the PBCC courses offered at the high school site, or with special permission from the high school principal, courses offered on the College campus. **Courses not included are those remedial in nature or any which are duplicates of courses available at the high school and all physical education courses.**

Students in this program are encouraged to

enroll in day classes, but may enroll in evening classes. They are responsible for their own transportation. Fees will be waived when course work is being used towards high school graduation.

Dually-enrolled students are considered to remain essentially high school students, and it is the responsibility of the student and his/her high school to ensure that requirements for graduation from high school are met. **Students participating in these programs must maintain a 3.0 high school grade point average and must earn a grade of C or better in their college-level work.**

**Students who are dual enrolled will not be permitted to participate in College activities.**

## EARLY ADMISSION

High school seniors meeting all the requirements for dual enrollment, and also scoring in the 90th percentile of the general tests of the College Boards (SAT) or of the American College Tests (ACT) may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Community College. Credits earned during the early admission period may be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized. The student may be awarded a high school diploma with his/her regular class or as determined by the school principal provided that the student has completed two college semesters or equivalent with a normal class load and has maintained at least a C average or equivalent.

## TRANSFER STUDENTS

A student is classified as a transfer student if he/she has previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned.

1. Students who enter from other colleges or universities must request that official transcripts be sent directly to the Admissions office from each college or university attended.
2. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Community College.
3. Palm Beach Community College accepts on transfer only those courses completed at other institutions with grades of D or higher. Out-of-state transfer students must have a cumula-

tive GPA of 2.0 or higher. All courses on the transcript are considered in calculating grade point average for student standing and for meeting graduation requirements. D grades cannot be used in Areas I, III, IV, and VI of General Education Requirements.

4. Any student who has been suspended for disciplinary reasons at any college or university must be cleared for admission through the Admissions Appeals Committee.

## TRANSFER CREDIT

Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency. Provisions may be considered when an institution appeals the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the Registrar has the prerogative not to accept all or any part of the previously earned credit. Students with college credit from outside the U.S. must have their documents evaluated by one of the approved commercial evaluating companies.

## TRANSIENT STUDENTS

Students currently attending other colleges or universities who plan to enroll at Palm Beach Community College and transfer their credit back to their home institution should complete Palm Beach Community College Application forms, or if they have previously been students at PBCC, a readmission form. An official college transcript or a letter of good standing must be mailed directly to the Registrar's office. If the student wishes to continue attendance in Palm Beach Community College, he/she must file a complete transcript of his/her academic record from the other college(s) in order to meet admissions.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Community College.

## INTERNATIONAL STUDENTS

Palm Beach Community College is authorized under federal law to enroll nonimmigrant alien students. The College welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions procedures. Additional requirements for international students are:

1. Applications must be submitted at least three months prior to the anticipated enrollment if the applicant plans to at-

- tend with an F-1 (student) visa. The application form must be completed and signed by the applicant. Applications for international students will be accepted for the fall and winter terms ONLY (August or January).
- International transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. Records must show the equivalent to at least United States high school graduation. University level transcripts must be accompanied by a course-by-course commercial evaluation from an accredited company.
  - International applicants whose native language is not English must present evidence of proficiency in speaking, writing, and understanding the English language by submitting a score of 500 on the Test of English as a Foreign Language (TOEFL). This (TOEFL) is administered by ETS, the Education Testing Service, Princeton, New Jersey 08450, U.S.A. The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results to be sent to Counseling Services office at PBCC (PBCC TOEFL Code is #5531). A score of 70 on the M.E.L.A.B. (Michigan Test) may be accepted in lieu of the Test of English as a Foreign Language.
  - Applicants must present a statement from a local sponsor indicating that they will assume responsibility for housing accommodations and transportation. PBCC does not provide on-campus housing or dormitories.
  - International student applications must provide an Affidavit of Support since students on student visas are required by law to have sufficient funds to cover all living expenses, tuition, and fees for a minimum of one year. These funds must be available prior to the time the student registers for each term. No financial aid is available to international students, although limited funds for emergencies are sometimes made available by local community organizations through the Financial Aid office.
  - International applicants transferring from any postsecondary institution must have at least a 2.0 GPA, be in status with immigration, and be in good standing (i.e., eligible to continue at or return to their present institution).
  - Medical Insurance is required of all international students and can be provided through the College's Health Services Department.
  - It is the student's responsibility to comply with all nonimmigrant alien require-

ments from the United States Department of Justice, Immigration and Naturalization Service Laws and Regulations.

The following conditions apply:

- International students must maintain full-time academic status (12 hours both fall and winter semesters) and may not enroll as nondegree seeking students.
- International students are expected to complete the two-year program in two years and maintain at least a 2.0 Grade Point Average.
- International students must keep a current passport that is valid for at least six months into the future.
- International students must have travel documents reviewed by Foreign Student Advisor before leaving the U.S.A.
- Employment is not permitted for F-1 visa students without meeting specific conditions and having permission from the U.S. Immigration Service.

Applicants will be notified by the Counseling Services office of their acceptance and will then be provided with Form I-20 as required by the United States Immigration & Naturalization Service.

### DUAL COLLEGE ENROLLMENT

A currently-enrolled student at Palm Beach Community College may not attend another institution, except with permission from the Registrar's office of Palm Beach Community College.

Credit will not be granted by Palm Beach Community College if a student is enrolled in another college without permission during the same session. The Palm Beach Community College registration will be canceled and a refund may be denied.

Florida Atlantic University and Palm Beach Atlantic College students must have approval of the dean of his or her college to attend PBCC. Forms may be obtained in the Registrar's office, Florida Atlantic University or Palm Beach Atlantic College.

### READMITTED STUDENTS

A student who wishes to return to Palm Beach Community College for classes after an absence of one or more terms should:

- Obtain and complete a readmission form from the office of the Registrar.
- File for additional forms or transcripts necessary to update admission records.

### STUDENT RESIDENCE CLASSIFICATION

A student's residence classification is determined at the time of his first registration at Palm Beach Community College. Students

may petition to reclassify to resident student at the change of term after having their legal domicile, for tuition purposes, in the State of Florida for 12 months. To change to resident student, a Residency Request form must be submitted along with evidence of residency to the Registrar's office prior to the first class meeting.

### RESIDENT STUDENT

A student is considered to be a resident student when he (or, if a dependent, his parent(s) or legal guardian) has been a permanent resident of the State of Florida for at least 12 months preceding enrollment at Palm Beach Community College. Legal papers proving guardianship must accompany the application.

Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions.

Documentation appropriate to the particular exception will be required.

- Active duty members of the armed services of the United States stationed in Florida, their spouses and dependent children.
- Full-time instructional and administrative personnel employed by state public schools, community colleges and institutions of higher education, their spouses and dependent children.
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must be enrolled on a full-time basis.
- Full-time employees of state agencies or political subdivisions of the state when the fees are paid by the state agency or political subdivision for job-related law enforcement or corrections training.
- A person who establishes legal residency in the state may be considered a resident for fee purposes if their spouse has already established 12 months legal domicile in the state.
- A dependent child whose parent(s) has established residency in the state of Florida for a minimum of 12 months and who is divorced, separated, or otherwise living apart shall be deemed to be a Florida resident for fee purposes regardless of which parent is entitled to claim the child for income tax purposes.
- A person who has established 12 months residency in the state who later loses his/her residency, may be considered a resident for fee purposes for 12 months after the point of abandonment.
- A person who re-establishes his/her residency within 12 months after abandoning his/her residency is considered

not to have lost residency. This is a one-time benefit.

## OUT-OF-STATE STUDENT

Unless a student (or, if a dependent, his parent(s) or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration, he will be classed as an Out-of-State student. (Proof of guardianship is required.) Employees of the School Board of Palm Beach County or of Palm Beach Community College who are themselves students at PBCC and who wish to request a waiver of out-of-state tuition fees may obtain the proper form from the County Superintendent's office or from the College.

## RESIDENT ALIEN AND OTHERS

Students who are permanent residents of the United States, refugees or parolees must provide appropriate immigration documents to support their status. To be considered a resident for fee purposes they must also have established residence in the State of Florida 12 months immediately preceding the first day of class. International students and others with nonimmigrant visas cannot be considered for in-state residency.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

College credit may be awarded for acceptable scores on the College Level Examination Program tests developed by the Educational Testing Service, Princeton, New Jersey.

Students presenting official transcripts of acceptable scores will be awarded a maximum of 45 semester hours of credit. Twenty-one hours may be earned through the following general examinations: Natural Sciences, Mathematics, Humanities, Social Sciences and History. Additional credits may be earned through various subject examinations.

Effective August 1, 1983, Palm Beach Community College no longer gives credit for English through the CLEP general examination in English composition or the English composition with essay.

Some colleges and universities do not allow credit for this program. It is the responsibility of the student to contact the institution to which he expects to transfer and determine the acceptability of this credit.

## ADVANCED PLACEMENT

It is the policy of Palm Beach Community College to grant college credit to a student who presents a score of 5, 4, or 3 on one or

more of the advanced placement program examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Community College is transferable to Florida institutions of higher education participating in a statewide agreement.

## DEPARTMENTAL AND SPECIAL COURSE EXAMINATIONS

Students who have been admitted to the College may take when available, special credit course examinations by paying the current matriculation fee. This fee is not refundable. Any credit earned will be reported to the student but will not be placed on his/her transcript until after the student has registered. If the student drops during the first five days of the semester, the credit will not be granted.

## MILITARY SERVICE CREDITS

Palm Beach Community College grants credit for United States Armed Forces Institute (USAFI) College Level Examination Program (CLEP). Credit is not granted for USAFI high school or college level General Education Development Tests. However, students may use the USAFI GED for admission.

## NONDISCRIMINATORY POLICY

Palm Beach Community College does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status or handicapped status in admissions, educational programs, or other programs and practices.

However, the College reserves the right to deny admission to applicants who fail to meet established standards of scholarship or deportment. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee, chaired by the vice president of student services.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Community College for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs, or for campus disruption.

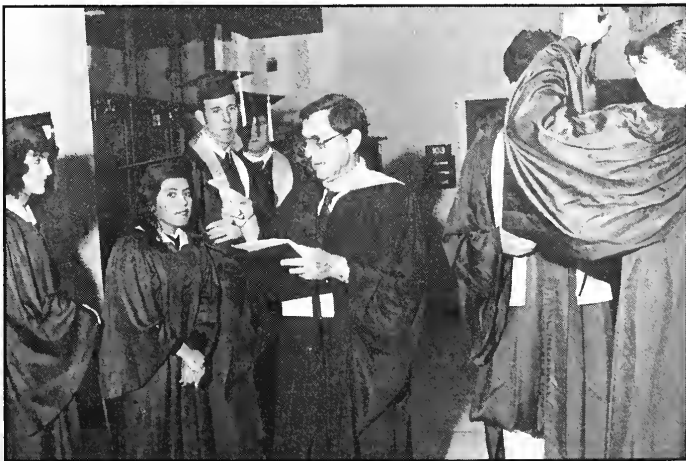
The College District Equity Coordinator is Director of Human Resources, 4200 Congress Avenue, Lake Worth, Florida 33461, phone number 439-8018. His responsibilities include all areas of discrimination or alleged discrimination of protected classes.

## RELEASE OF TRANSCRIPTS

In being admitted to the College, the student authorizes the College to release transcripts to governmental and educational agencies as might be appropriate. Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

## SPECIALIZED PROGRAMS

All students must complete the five steps listed under admission procedures. Additional requirements for certain specialized programs are listed in the programs section of this catalog. Requirements must be completed **BEFORE** admission to College.



# Chapter 5

## Academic Policy

### CLASS ATTENDANCE, WITHDRAWAL AND CHANGE-OF-GRADE PROCEDURES

Students are expected to attend all courses and course activities for which they are registered. Any class session missed, regardless of cause, reduces the opportunity of learning and adversely affects the grade the student achieves in a course. A student is required to attend at least 90 percent of the class meetings to receive credit for the course. An accurate record of attendance and tardies will be kept for each class. Students missing as much as one-third of a class will be counted absent. Students who are tardy three times will be assessed one absence.

If, for some unavoidable reason, a student should have to miss a class session, it is the student's responsibility to immediately contact the instructor to determine what measures can be taken to maintain the continuity of the course. Students will be granted excused absences in cases of substantiated emergencies such as confining illness, serious accident or death of a very close relative. The instructor will decide on the validity of the excuse and make-up work.

Any student who misses more than 10 percent of the class meetings after the last day of Drop and Add for a particular course will receive a grade of WX or F, unless the instructor, because of extenuating circumstances, permits the student to remain in the course, or unless the student completes an official withdrawal form. An official withdrawal would entitle the student to a grade of W.

A student, when officially representing the College, such as on a field trip, shall not be counted absent, provided prior notice is given the teacher and the work is made up.

To withdraw from a class without penalty or to change from credit to audit, a student must properly complete the process before the end of the 10th week of the fall or winter term, or before the end of the fourth week of each of the summer terms. Students who are enrolled in classes starting and ending on non-traditional dates will have up to 60 percent of the class meeting to withdraw from the course or change to audit.

Incomplete grades must be removed within 30 calendar days after the first scheduled day of classes in the subsequent fall or

winter term or they are automatically changed to F.

An instructor's change of grade (other than incomplete grades) for a course taught in the fall term must be completed before the end of the following winter term. Any grade changes for classes taught in the winter term or either of the or summer terms must be completed before the end of the following fall term.

### Absence From Examinations

Absence from an examination will count as a failure unless it is for extreme necessity and a special examination is taken later. A fee will be charged for administering the exam.

### GRADING

#### Grading System

The following grading system is used at Palm Beach Community College:

- A.-Excellent
- B.-Good
- C.-Fair
- D.-Poor but Passing
- F.-Failure
- L.-Instructor Grade Late
- N.-No Pass
- NR.-Grade Not Reported
- P.-Pass
- I.-Incomplete  
(See section concerning incomplete grades.)
- W.-Withdrew
- AU.-Audit
- NC.-Non-credit Course
- WA.-Administrative Withdrawal
- WX.-Withdrawn for Excessive Absences

### Grade Point Average

The cumulative grade point average is determined by dividing the total quality points earned by the total semester hours attempted (including all transfer credit). Quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. Only the last attempt of a repeated course will be used in computing the grade point average. The PBCC grade point average is determined by dividing the total quality points

earned at PBCC by the total semester hours attempted at PBCC. The term grade point average is determined by dividing the total quality points earned during a term by the total semester hours attempted during that term.

### Grade Reports

Grade reports are mailed to the students' permanent mailing address on file in the Registrar's office at the end of the term. It is the responsibility of the student to notify the Registrar's office of any address changes.

### Incomplete Grades Grading; Incomplete grades

Incomplete grades are automatically changed to F if not made up within 30 calendar days after classes begin in the subsequent fall or winter term.

### President's List

At the end of fall and winter terms, any student carrying a full academic load (excluding institutional credit), and earning a grade point average of 3.8 or higher, will be placed on the President's List. At the end of winter term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and winter terms with a grade point average of 3.8 or higher will be placed on the President's List.

### Dean's List

At the end of fall and winter terms, any student carrying a full academic load (excluding institutional credit), and earning a grade point average of 3.20 to 3.79 will be placed on the Dean's List. At the end of winter term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and winter terms with a grade point average of 3.20 to 3.79 will be placed on the Dean's List.

### Academic Probation

Palm Beach Community College is responsible for providing a student with the best possible education in both an economical and efficient manner. To achieve this, the College requires each student to maintain reasonable academic progress.

Any student not maintaining the following standards of progress will be placed on academic probation. Probation will be continued as long as the student fails to achieve the

standard set for the number of hours attempted.

Any student on academic probation will be limited in course load to a maximum of 12 semester hours during the fall and winter terms and four semester hours during either of the summer terms.

## STANDARDS OF PROGRESS

Cumulative Quality Point Average of:

*1.4 or better for 1-14 semester hours attempted*

*1.6 or better for 15-27 semester hours attempted*

*1.8 or better for 28-45 semester hours attempted*

*2.0 or better for over 45 semester hours attempted*

Probation will be calculated at the end of each school term (both summer terms will be considered as one term).

A committee on probation will be appointed by the College president to hear any appeal cases.

## SUSPENSION OR EXCLUSION

PBCC does not suspend or exclude students for academic reasons.

## GENERAL ACADEMIC POLICIES

### Student Conduct

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize that the responsibility for their success in college rests largely upon themselves. Policies and regulations of the College are formulated by the District Board of Trustees, administration and the faculty of the College. Each student, by the act of registering, is obligated to obey rules and regulations formulated by the College. The Student Code of Conduct is published in the *Student Handbook*.

### Security of Student Record

#### 1. Inspection Of Records

##### A. Eligible Persons

In compliance with the Family Educational Rights and Privacy Act, (The Buckley Amendment), the student records at PBCC (located in the office of the Registrar) are open for inspection only by the student and as per paragraph #99.31 of the Buckley Amendment:

1. School officials who have legitimate educational interests.
2. State educational authorities.
- 3.

Federal and state officials representing state or federal programs.

4. Persons having written authorization for release.
  5. Officials in compliance with judicial orders.
- B. Viewing the Record
1. Permanent records are never permitted out of the office of the Registrar.
  2. Students may view their records at the counter in the presence of office personnel.
  3. Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

#### 2. Prior Consent For Disclosure Or Release Of Records

##### A. Copies of material in record

1. Transcripts are released only upon written consent of the student.
2. A \$3 fee for each transcript issued must accompany each request. Fax services are available for an additional charge.
3. If a student cannot have access to the record (i.e., lives too far away), copies may be made and the fee schedule for transcripts (A.2) will be applied. (As per paragraph #99.11 of the Buckley Amendment).

##### B. The Privacy Act classifies the following as "Directory Information" which may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released:

1. Dates of attendance
2. Major field of study
3. Weight and height of members of athletic teams
4. Degrees and awards received
5. Educational institution attended

A student must submit to the Registrar's office a written notice stating which of the above items are not to be released to the general public.

##### C. Palm Beach Community College forwards educational records on request to a school in which a student seeks or intends to enroll.

#### 3. Right To Have And Procedure For Conducting A Hearing

- A. If a student feels that there is an error in the permanent record, the student should contact the office of the Registrar to arrange for a hearing.

##### B. A hearing will be conducted accordingly as per paragraph #99.22 of the Buckley Amendment.

1. The hearing will be within a reasonable period of time after the request is received.
2. The student shall be given notice of date, place and time reasonably in advance.
3. A written decision shall be made by the educational institution within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

### Unpaid Accounts

Unpaid student accounts to the College will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript.

### Prerequisites

A student who registers for any course for which the student has not completed the prerequisites must consult with the chairperson of the division offering the course. The chairperson may make the decision to remove the student from the course, move the student to the prerequisite course, or allow the student to remain in the course.

Students may not enroll for credit in a course (or prerequisite) for which they have successfully completed a higher level course in the same logical sequence. However, students who may need to refresh their skills may register for audit in the lower level course.

### Regulation Changes

Any statement in this catalog is subject to change by the Administrative Committee of the College.

### Repeated Courses and Academic Average

Only the last attempt of a repeated course is used in quality point average computation. The forgiveness policy pertains only up to the time of the awarding of degree and does not extend beyond that time.

### Correspondence Courses

A maximum of 15 semester hours of correspondence credit may be accepted provided:

- (1) The course was administered by a regionally-accredited institution.
- (2) The minimum grade C was earned.
- (3) The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.

- (4) None of the final 15 semester hours before graduation may be through correspondence.

Palm Beach Community College does not offer correspondence courses.

### Freshmen and Sophomores

A student is considered a sophomore when the student has completed 24 semester hours of credit, regardless of the number of terms the student has been in attendance. When the student has completed less than 24 hours of credit, the student is a freshman.

### Full-Time Student

A student is considered a full-time student when enrolled in 12 or more semester hours of credit. A summer term student must enroll in four semester hours in each six-week term to be considered full-time during that term. Although audit courses carry no credit, they are counted toward the student's enrollment status. When determining a student's enrollment status for Selective Service deferment, or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours. Institutional credits (i.e., college preparatory classes) are included when determining a student's enrollment status.

### Auditors

A student may be admitted to any course that does not require selected admissions as an auditor with the consent of the registrar. Students auditing a course must attend class, but are not required to take tests and examinations. No audit students may change their registration to seek credit in any course in which they are enrolled. Tuition and all special fees apply. An instructor may withdraw (WX) an audit student for nonattendance.

### COLLEGE LEVEL ACADEMIC SKILLS TEST

The State of Florida has developed a test of college-level communication and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. The test is required by Florida Statutes and the State Board of Education.

Upon completion of at least 18 semester hours or the equivalent, administration of the CLAST shall be available to all lower-division students seeking Associate in Arts or Baccalaureate degrees. All students completing Associate in Arts degree programs and Associate in Science degree programs who are seeking admission to upper-division programs in a state university in Florida, as well as university students who are completing their sophomore year, must take this test. Students who do not take and pass this test will not be awarded the Associate in Arts degree. Admission to a state university may be afforded students who do not meet the minimum standard in only one part of this four-part exam.

The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges. All students graduating after August 1, 1984, must meet the standard scores established by the State Board of Education: (See Table 5-1)

### Student Course Load

Most students are not permitted to enroll in more than 18 semester hours. However, a student who has at least a 3.2 cumulative average, may enroll in a maximum of 21 semester hours during the fall or winter term and nine semester hours during summer A or summer B term.

### GRADUATION REQUIREMENTS

General requirements for graduation from Palm Beach Community College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or the

Associate in Science degree rests with the student.

Students have the option of graduating under either the catalog in force at the time they enter the College, or the catalog in force at the time they complete requirements for a degree; however, if their attendance is interrupted, they must graduate under the catalog in force when they are re-admitted. (Six-week summer A or summer B sessions are not included in determining uninterrupted attendance.)

1. Associate in Arts degree students must complete 62 semester hours with 60 semester hours of academic work exclusive of occupational and physical education activity courses.
2. All students must earn the last 15 credits at PBCC. Neither transfer nor CLEP credits satisfy this residence requirement. Dates for the final application for graduation are listed in the College calendar in the Bulletin. It is the responsibility of the student to apply before the deadline.
3. A cumulative grade point average of not less than 2.0 or C must be achieved for all work attempted by all students and a 2.0 cumulative grade point average for all work at PBCC.  
All students must have a minimum of 2.0 GPA for all courses attempted in order for them to be awarded a program certificate.
4. All students will be required to complete two physical education activity courses. Exceptions to this requirement are: Adults who have reached their thirty-fifth birthday, veterans with two years of service of other than reserve and students enrolled in certain specialized programs. Other students may be excused from the physical education program or a part thereof by a medical certificate.

The waiver is for physical education courses only and does not affect the total number of hours for graduation; therefore, two additional hours of college work must be completed in lieu of the courses that were waived.

Two semester-hours-credit physical education courses are for Physical Education majors only and will not satisfy graduation requirements for other majors.

5. The Health course General Education requirement may be met by HSC2200, Health Concepts and Strategies. This General Education requirement may also be met by satisfactorily passing the Departmental Health Knowledge Test. All students become eligible to take this

	Reading	Writing	Computation	Essay
Aug. 1, 1984 to July 31, 1986	260.....	265.....	260.....	4
Aug. 1, 1986 to July 31, 1989	270.....	270.....	275.....	4
Aug. 1, 1989 to Sept. 30, 1991	295.....	295.....	285.....	4
Oct. 1, 1991 to Sept. 30, 1992	295.....	295.....	290.....	5
Oct. 1, 1992 and thereafter	295.....	295.....	295.....	6

Table 5-1

exam by paying the current administrative fee.

6. **Students must make formal application for graduation on the form furnished by the Registrar and completed by the academic advisor.**
7. Participation in graduation exercises is expected of all graduates who are eligible for graduation. The application must be presented and the graduation fee paid at the time the student registers for his/her final term.
8. **General Education requirements are specified under the Associate in Science and Associate in Arts sections. Completion of General Education requirements cannot be certified until all other requirements of the degree have been met.**

9. To obtain full benefits of articulation agreements between Palm Beach Community College and Florida State University System, a student must fulfill all graduation requirements for an Associate in Arts (AA) degree.

10. **The Articulation Agreement between Florida colleges and universities states that after August 31, 1972, students receiving an A.A. degree must have 60 semester hours of ACADEMIC WORK EXCLUSIVE OF OCCUPATIONAL COURSES. General Education certification of an approved program of not less than 36 semester hours is required.**

11. Any student who is granted college credits for courses, or experiences in settings other than college level, will not

be granted the credits until 15 college credits have been taken at PBCC. Credit by examination will not be considered to accrue toward the 15 college credits.

12. Graduation with an Associate in Arts degree requires passing all four sections of CLAST. Passing scores will be announced by the State of Florida each year. Responsibility for taking and passing the CLAST rests with the student.

13. Students will be recognized for high achievement on the commencement program as follows:

*With honors* . . . . . 3.20 to 3.49

*With high honors* . . . . . 3.50 to 3.79

*With Presidential honors* . . . . . 3.80 to 4.00



# Chapter 6

## Tuition and Fees

All fees are due at the time of registration. No registration will be completed until all matriculation fees, tuition fees, and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. A student will be withdrawn from classes if the student's check is returned unpaid. If a student has had a returned check, he/she will be required to pay all future fees by cash, money order, or certified check. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration; one for registration and one which may be used to purchase books and supplies. All fees are subject to change by action of the Board of Trustees.

### BASIC FEE SCHEDULE

Student fees at Palm Beach Community College have been established by the Board of Trustees effective as follows:

#### Tuition Fees

##### Per Semester Hours All Terms

In-State Student (Florida residents)	\$ 33.30
Out-of-State Student (Non-Florida resident)	\$128.80

Lab fees have been established for all courses which require expendable materials in addition to above fees. Additional lab fees may be assessed as required.

#### Additional Lab Fees

##### Fee - nonrefundable

Application Processing Fee	\$20.00
Application Processing Fee for International Students	\$30.00
Registration Fee	\$5.00 (one time per term)

### SPECIAL FEES

Special fees are assessed in addition to the Basic Fee schedule. Special fees may vary from Campus to Campus.

### Applied Music Fees

All Applied Music courses require special fees.

Applied Music courses are numbered MV, and may be MVB (Brass), MVK (Keyboard), MVP (Percussion), MVS (Strings), MVV (Voice), or MVW (Woodwinds).

Class Instruction	Fee
2 hours weekly	\$40.00
Private Instruction	Fee
1 hr. weekly, 2 semester hrs. credit, Fall, Winter terms	\$100.00
1-1 1/2 hrs. weekly, 1 semester hr. credit, Spring, Summer terms	\$ 50.00

### Center For Early Learning Fees

Philosophically, the Center for Early Learning is Montessori-based. The staff believes that each child is unique and learns best through his/her interactions with the environment. The classroom and curriculum are designed to encourage each child to move freely and make choices, to interact with one another, to work-play with developmentally appropriate materials and to use adults as resources and partners in learning. It is through the child's work-play that he/she will gain the skills and confidence necessary to become an independent learner with understanding, based on experiences, of the world in which he/she lives.

1. The nonrefundable registration fee of \$25 is to be paid by the parents of the student prior to enrollment each term.
2. The enrollment fee is \$40.00 per week for each child. Included in this fee is a \$1.25 per week charge for snacks.

### Delinquent Accounts (Including Returned Checks)

*Returned Check Fee . . . . . \$15.00 OR  
5 percent of check, whichever is greater*

Any student who has a delinquent account shall be notified.

If the delinquency is not cleared within the time period specified, the office of Student Services will inform the student that he has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College, and have

all academic records frozen until the account is cleared.

### Dental Hygiene Clinic Materials Fees

#### Cleaning and X-rays:

Employees and students . . . . .	\$2.00
Anyone off-campus over 18 years of age . . . . .	\$8.00
Anyone off-campus under 18 years of age . . . . .	\$4.00

#### X-rays only:

Employees and students . . . . .	\$1.00
Anyone off-campus over 18 years of age . . . . .	\$4.00
Anyone off-campus under 18 years of age . . . . .	\$2.00

### Examination Fees

Examination	Fee
Final Make-up Exam	\$ 3.00
Department and Special Course Exam	Current Admin. Fee
Special Announced Make-up Exam	\$ 2.00

### Graduation Fee

Graduation Fee . . . . .	\$25.00
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### Liability

Student Insurance Fee . . . . .	\$12.50
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Required in certain courses where the student is providing a service to the public. Payable once per calendar year.

### Library Fees

If a book is lost, you pay the acquisition price of that book. For an overdue book, the charge is \$.05 a day per school day, excluding weekends. You will only be charged up to the acquisition price of the book.

### Other Individual Program Costs

Students enrolled in Dental Assisting,

#### NOTE

Special fees are assessed in addition to the Basic Fee schedule and are subject to change.

Special fees may vary from Campus to Campus.

Dental Hygiene, Nursing, Paramedic, Mental Health Technology, Occupational Therapy Assisting, Radiology, Respiratory Therapy, and Sonography must purchase approved insurance and provide the transportation to the agencies for clinical experience. Most of these students must purchase approved uniforms and/or special kits as required.

Art, Engineering, Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks.

#### Parking, Traffic and Moving Violations

All licensed vehicles, other than visitors, will be required to have a parking decal. Employees (full-time and part-time) will not be charged for decals. Decals will expire August 1 of each year.

Decals will be obtained at the Security Office and College Bookstore for the following amounts:

Decals	Fee
Fall or winter term	\$5.00
Spring and summer term	\$ 5.00
Annual	\$10.00
Replacement and for temporary use of another vehicle	\$1.00

Decals will be required for workshops as follows:

- Up-to-seven weeks, temporary guest decals will be issued free.
- Seven weeks or more, a decal must be purchased, priced as above.

Fraudulent use of a parking decal can result in a fine equal to the appropriate fee.

An area south of Eisey Street will be designated as decal-free parking after 4:30 p.m.

#### Parking And Traffic Fines/Parking fines

Parking in handicapped space . . . \$10.00

Failure to register a vehicle . . . \$ 5.00

Parking and miscellaneous violations . . . . . \$ 5.00

Moving Violations Offense	Fee
First	\$ 5.00
Second	\$10.00
Third	\$15.00
Fourth	Automatic suspension of campus driving privileges

#### Student Fee Audit

An audit of all fees collected will be con-

ducted by the College staff at the close of each registration. In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them. Over collection of fees will be refunded.

#### Physical Education Fees

Physical Education fees are estimated and are subject to change. These fees may vary from campus to campus.

*Aquatics (Fundamentals of)*  
PBCC Central . . . . . \$ 17.00

*Aquatics (Fundamentals of)*  
PBCC Eisey . . . . . \$ 5.00

*Bowling* . . . . . \$ 35.00

*Racquetball, PBCC Eisey* . . . \$ 24.00

*Scuba, PBCC Central* . . . . . \$100.00

#### Short Course, Noncredit Fees

Fees to cover the cost of instruction and materials for short courses, noncredit courses and workshops will be announced for each course offering.

No refunds of \$5.00 or less will be made for workshops except for cancellation.

#### Transcript Fees

*Transcript Fee* . . . . . \$3.00

Additional transcripts will not be issued until this fee is paid.

#### REFUNDS

It is the responsibility of the student to file a completed official withdrawal form with the Registrar's Office when withdrawing from a course or from the College.

The refund schedule is based upon the dates listed in the calendar of events that appears in the front of the *Bulletin* and in the *Student Handbook*. The date the student officially withdraws from the College or reduces his/her course load shall be the date used in determining the amount of refund.

100% refund of fees shall be granted to students who pay fees and officially withdraw from the College or reduce their academic course load prior to the end of the College's published drop/add period.

100% refund shall be granted to students whose academic course load is reduced after the drop/add period due to a college-initiated adjustment.

No refund of fees shall be granted to student who withdraw from the College or reduce their course load after the end of the College's drop/add period.

Exception to the above provisions may be granted by the Refund Appeals Committee in the case of an error by the College or an

emergency beyond the student's control that forces the student to withdraw from college.

#### Graduation Fee Refund

One hundred percent refund: Students who fail to meet graduation requirements due to College error, including advising errors.

No refund: Students who withdraw or who fail to meet graduation requirements due to the student's lack of performance, or when official permission has been given to graduate in absentia.

#### Music, Special Fee

No refund is allowed unless the student is subsequently found to be ineligible by the College for the class.

#### Physical Education, Special Fees

Some of these fees are held in trust for the vendor, and a 100% refund for withdrawal from these courses can be made, based upon the same criteria as the refund of regular tuition fees for the class.

#### LABORATORY AND SPECIAL CLASS FEES

APB 1170L	Microbiology Lab .	\$27.50
APB 1811L	Anatomy and Physiology I Lab . .	22.50
APB 1812L	Anatomy and Physiology II Lab . .	22.50
ART 1100C	Arts and Crafts I . .	20.00
ART 1101C	Arts and Crafts II . .	20.00
ART 1110C	Introduction to Ceramics . . . . .	20.00
ART 1111C	Intermediate Ceramics . . . . .	20.00
ART 1203C	Three Dimensional Design . . . . .	15.00
ART 1230C	Advertising Design I	15.00
ART 1280C	Lettering . . . . .	15.00
ART 1300C	Drawing Fundamentals . . . .	20.00
ART 1301C	Intermediate Drawing . . . . .	25.00
ART 2231C	Advertising Design II . . . . .	15.00
ART 2232C	Advertising Design III . . . . .	15.00
ART 2330C	Life Drawing . . . . .	30.00
ART 2400C	Introduction to Printmaking . . . . .	20.00
ART 2401C	Printmaking . . . . .	20.00
ART 2701C	Sculpture . . . . .	20.00
ATF 1600	Basic Flight Simulator . . . . .	75.00
ATF 2605	Intermediate Flight Simulator . . .	75.00
ATF 2610	Advanced Instrument Flight Simulator Lab . . . . .	100.00

ATF 2691	Instrument Refresher Simulator Lab . . . . .	60.00	COP 1160	Programming R.P.G. . . . .	20.00	DTE 2151L	Crown and Bridge Technique II . . . . .	20.00
BCN 2253C	Architectural Drafting . . . . .	3.50	COP 1170	Programming in Basic . . . . .	10.00	EET 1004C	Essentials of Electricity . . . . .	3.00
BOT 1010L	General Botany I Lab . . . . .	17.50	COP 1220	Introduction to Programming in C . . . . .	10.00	EET 1015L	DC Circuit Analysis Lab . . . . .	10.00
BOT 1153L	Botany II Lab . . . . .	17.50	COP 1400	Assembly Language Programming . . . . .	20.00	EET 1025L	AC Circuit Analysis Lab . . . . .	10.00
BSC 1010L	Principles of Biology Lab . . . . .	15.00	COP 1403	Assembly Language for the PC . . . . .	7.50	EET 2121	Electronics I . . . . .	10.00
CET 1123L	Microprocessors . . . . .	10.00	COP 2120	Programming COBOL . . . . .	20.00	EET 2122	Electronics II . . . . .	10.00
CET 2114L	Logic Circuits . . . . .	10.00	COP 2121	COBOL Applications . . . . .	20.00	EET 2322C	Communication Electronics . . . . .	10.00
CGS 1060	PC Starter . . . . .	5.00	COP 2200	FORTTRAN Programming . . . . .	20.00	EET 2515L	DC and AC Dynamos . . . . .	10.00
CGS 1361	Introduction to Computers . . . . .	15.00	COP 2210	PASCAL I: An Introduction to Programming . . . . .	10.00	EGS 1111	Engineering Graphics . . . . .	10.00
CGS 1470	Computer Drafting . . . . .	15.00	COP 2341	UNIX Operating System . . . . .	10.00	EMS 1271L	Paramedic Skills I Lab . . . . .	20.00
CGS 1510	LOTUS 1-2-3 . . . . .	5.00	CTE 1744	Pattern Making II . . . . .	15.00	EMS 1272L	Paramedic II . . . . .	10.00
CGS 1511	LOTUS 1-2-3 Intermediate . . . . .	5.00	DEA 0700	Basic Dental Assisting Skills . . . . .	282.00	EMS 1273	Paramedic III . . . . .	10.00
CGS 1512	LOTUS MACROS . . . . .	5.00	DEA 0701	Basic Dental Assisting in Radiology . . . . .	25.00	EMS 1294L	Clinical Field Rotation I . . . . .	20.00
CGS 1540	dBASE III Plus: Beginning . . . . .	5.00	DEA 0702	Expanded Functions . . . . .	50.00	EMS 1295L	Clinical Field Rotation II . . . . .	20.00
CGS 1541	dBASE III Plus: Intermediate . . . . .	5.00	DEH 1003L	Clinical Dental Hygiene I . . . . .	20.00	ENY 1002	Basic Entomology . . . . .	10.00
CGS 1542	dBASE III Plus: Programming . . . . .	5.00	DEH 1800L	Clinical Dental Hygiene II . . . . .	20.00	EST 2541C	Servo-Mechanism and Instrumentation . . . . .	10.00
CGS 1560	PC DOS . . . . .	5.00	DEH 2804L	Clinical Dental Hygiene III . . . . .	20.00	ETD 1110	Introduction to Technical Drawing . . . . .	10.00
CGS 1561	Inside the PC . . . . .	5.00	DEH 2806L	Clinical Dental Hygiene IV . . . . .	20.00	ETD 1525	Fabrication Drafting . . . . .	10.00
CGS 2104	Microcomputer Operations Accounting . . . . .	10.00	DES 1000L	Dental Anatomy . . . . .	10.00	ETD 1620	Electrical Drafting . . . . .	10.00
CGS 2472	Advanced Computer Drafting . . . . .	15.00	DES 1100L	Elements of Dental Materials . . . . .	15.00	ETD 2455	Advanced Engineering Design . . . . .	10.00
CHD 1320	Methods and Materials I . . . . .	15.00	DES 1200L	Dental Radiology . . . . .	10.00	ETD 2801	Technical Illustration . . . . .	10.00
CHD 1338	Methods and Materials II . . . . .	15.00	DIE 2270- 080	Practicum II . . . . .	8.00	ETG 2537C	Properties and Testing of Materials . . . . .	10.00
CHM 1015L	Principles of Chemistry Lab . . . . .	15.00	DTE 1100L	Complete Denture Techniques I . . . . .	20.00	ETI 1411C	Manufacturing Processes . . . . .	10.00
CHM 1041L	General Chemistry II Lab . . . . .	15.00	DTE 1101L	Complete Denture Techniques II . . . . .	20.00	FRE 1120	Elementary French I (EME Campus) . . . . .	12.00
CHM 2046L	General Chemistry III Lab . . . . .	15.00	DTE 1105C	Partial Denture Techniques I . . . . .	20.00	FRE 1121	Elementary French II (EME Campus) . . . . .	12.00
CHM 2120C	Quantitative Analysis . . . . .	10.00	DTE 1110L	Cast Inlay and Crown Techniques . . . . .	20.00	FSS 1210C	Basic Food Preparation . . . . .	20.00
CHM 2200C	Principles of Organic Chemistry . . . . .	10.00	DTE 1140L	Ceramics . . . . .	20.00	FSS 1220C	Professional Cooking I . . . . .	20.00
CHM 2210L	Organic Chemistry I Laboratory . . . . .	20.00	DTE 1150L	Crown and Bridge Technique I . . . . .	20.00	FSS 1221C	Principles of Quantity Food Production I . . . . .	20.00
CHM 2211L	Organic Chemistry II Laboratory . . . . .	20.00	DTE 2106C	Partial Denture Techniques II . . . . .	20.00	FSS 1222C	Quantity Food Production II . . . . .	20.00
CIS 2300	CICS (Customer Information Control System) . . . . .	10.00	DTE 2130L	Special Prosthesis . . . . .	20.00	FSS 2246C	Baking . . . . .	20.00
CJT 2100	Criminal Investigation . . . . .	2.00	DTE 2131L	Ortho and Pedo Removable Appliances . . . . .	20.00	FSS 2248C	Pastry and Garde Mange I . . . . .	20.00
CJT 2140	Introduction to Criminalistics . . . . .	2.00				FSS 2249C	Pastry and Garde Mange II . . . . .	20.00

GRA 1500C	Graphic Arts Industries . . . . . 7.50	OST 1217	Shorthand Speed Building . . . . 5.00	PGY 2116C	Dye-Transfer Photography . . . . . 25.00
GRA 1501C	Graphic Arts Technology I . . . . . 7.50	OST 1272	Dictation and Transcription . . . . 10.00	PGY 2440C	Experimental Photography . . . . . 20.00
GRA 1530C	Typography . . . . . 15.00	OST 1811	Introduction to DeskTop Publishing . 5.00	PGY 2221C	Techniques of Commercial Photography . . . . . 20.00
GRA 1545C	Introduction to Graphic Design . . . . . 15.00	OST 1812	DeskTop Publishing using WordPerfect . . 5.00	PHY 2048L	Lab for PHY 2023 and PHY 2048 . . . . . 15.00
GRA 1550C	Package Design . . . . . 20.00	OST 1821	Ventura Desktop Publishing . . . . . 10.00	PHY 2049L	Lab for PHY 2024 and PHY 2049 . . . . . 15.00
GRA 1570C	Graphic Reproduction Process . . . . . 20.00	OST 2331	Business Correspondence . . . . 5.00	PLS 2220	Plant Propagation . . 25.00
GRA 1573C	Graphic Arts Technology II . . . . . 7.50	OST 2339	Business English Review . . . . . 5.00	PSC 1341L	Physical Science Lab . . . . . 15.00
GRA 1743C	Illustration I . . . . . 10.00	OST 2402	Office Procedures and Record Management . . . . 10.00	RET 1272	Fundamentals of Respiratory Care I . . 30.00
GRA 1746C	Illustration II . . . . . 15.00	OST 2601	Machine Transcription I . . . 10.00	RET 1272L	Fundamentals of Respiratory Care I Lab . . . . . 30.00
GRA 1950C	Production Graphics . . . . . 7.50	OST 2602	Machine Transcription II . . . 10.00	RET 1273	Fundamentals of Respiratory Care II . 25.00
GRA 2505C	Screen Printing . . . . . 20.00	OST 2711	Word Perfect I . . . . 25.00	RET 2280C	Fundamentals of Respiratory Care III . 60.00
GRA 2508C	Ink and Color . . . . . 7.50	OST 2712	Word Perfect II . . . . 25.00	RET 2534C	Fundamentals of Respiratory Care IV . 65.00
GRA 2547C	Environmental Graphics . . . . . 20.00	OST 2741	Introduction to Word Processing . . . 5.00	RTE 1504C	Radiographic Procedures I . . . . . 30.00
GRA 2784C	Graphic Arts Technology III . . . 10.00	OTH 1121C	Therapeutic Media . . 10.00	RTE 1512C	Radiographic Procedures II . . . . 30.00
HUN 1410	Foods for Children . . 20.00	OTH 1520C	Pediatric Occupational Therapy . . . . . 10.00	RTE 1523C	Radiographic Procedures III . . . . 30.00
IND 1012C	Introduction to Interior Design . . . . . 20.00	OTH 2100C	Occupational Therapy Activities Lab . . . . 10.00	RTE 1804L	Clinical Education I . . . . . 30.00
IND 1013	History of Period Furniture . . . . . 10.00	PCB 2063L	Experiments in Genetics . . . . . 15.00	RTE 2834L	Clinical Education IV . . . . . 30.00
IND 1015C	Residential Interior Design . . . 20.00	PEL 1346	Badminton . . . . . 3.00	SPN 1120	Elementary Spanish I (EME Campus) . . . 12.00
IND 1019C	Interior Design- Proxemics and Environmental . . . 20.00	PEL 1441	Racquetball . . . . . 5.00	SPN 1121	Elementary Spanish II (EME Campus) . . . 12.00
IND 1430C	Interior Design-Lighting and Electrical . . . . 20.00	PEL 2041	Recreational Games . . . . . 5.00	SUR 1660C	Professional Drafting for Surveyors . . . . . 10.00
IND 2010C	Practical Applications in Interior Design . . . 20.00	PEL 2121	Golf . . . . . 5.00	SUR 1101C	Basic Surveying and Mapping . . . . . 10.00
IND 2011	Business Procedures for Interior Design . . . . . 10.00	PEL 2141	Archery . . . . . 5.00	SUR 2201C	Route Geometrics . . . . . 10.00
IND 2331C	Interior Rendering . . 20.00	PEL 2341	Beginning Tennis . . . 5.00	SUR 2301	Project Surveying and Mapping . . . . . 10.00
IND 2332C	Model Building . . . . 20.00	PEL 2342	Intermediate Tennis . . 5.00	SUR 2500	Electronic and Geodetic Surveying . . . . . 10.00
IND 2527C	Advanced Portfolio Interior Design . . . . . 10.00	PEM 1104	Physical Fitness . . . . 5.00	ZOO 1013L	General Zoology Lab . . . . . 17.50
ITA 1120	Elementary Italian I . . 12.00	PEM 1116	Aerobic Dance (Eissey) . . . . . 20.00	ZOO 2713L	Comparative Vertebrate Anatomy Lab . . . . 22.50
ITA 1121	Elementary Italian II . 12.00	PEM 1152	Fitness . . . . . 5.00		
NUR 1023C	Fundamentals of Nursing . . . . . 10.00	PEM 1376	Backpacking . . . . . 10.00		
NUR 1210C	Nursing Process I-B . 10.00	PEN 1231	Basic Sailing . . . . . 15.00		
NUR 1211C	Nursing Process I-A . 10.00	PEN 2122	Swimming and Diving . . . . . 5.00		
OST 1100	Beginning Typewriting . . . . . 10.00	PEN 2122	Swimming and Diving-(Eissey) . . . 20.00		
OST 1110	Intermediate Typewriting . . . . . 10.00	PGY 1101C	Introduction to Photography . . . . . 20.00		
OST 1211	Shorthand . . . . . 10.00				

# Chapter 7

## Special Educational Opportunities

### THE LIBRARY LEARNING RESOURCE CENTER

The Library Learning Resource Centers of PBCC offer a full range of print and nonprint materials at all four of our campus locations. The LLRCs at the Central, Belle Glade and Eissey Campuses maintain full service hours under the auspices of the College. The South Campus library service is accomplished through a joint-use agreement with Florida Atlantic University.

The LLRCs are responsible for providing the resources and services which support the needs of students and faculty for academic, cultural and personal enrichment.

Individual instruction is provided by a staff of professional librarians, technicians and specialists. Special group-orientation sessions providing information on library and media services and specific class needs are provided on a walk-in and appointment basis.

Student success in achieving instructional objectives is heavily dependent on access to information. All library staff members welcome the opportunity to serve you.

### THE CENTER FOR PERSONALIZED INSTRUCTION

The Center for Personalized Instruction (CPI) at Palm Beach Community College offers many opportunities for educational development to both day and evening students. Utilizing a variety of learning systems, CPI offers students an alternative to the traditional college classroom. Individualized instruction in selected credit courses is available. The Center also offers college preparatory courses in reading, English, mathematics and English as a Second Language. All CPI courses combine individualized instruction with lecture and computer-assisted instruction to deliver a curriculum that meets the specific learning needs of students. Flexible class scheduling on a "To Be Arranged" (TBA) basis is available at several campuses.

Support services offered through the Center for Personalized Instruction include free tutoring, computer software that correlates with many PBCC courses, and use of a variety of multimedia resources. Also available are review materials for standardized tests such as the ACT, SAT and CLAST.

All students have access to CPI services

by paying a nominal fee. Services and hours of operation vary on each campus.

### COOPERATIVE EDUCATION

Cooperative Education (Co-op) is a nationally-recognized academic program that combines on-campus study with directly-related work experience in area business, industry or governmental agencies. It is based on the principle that learning is not confined to classroom achievement and is equally dependent upon experiential opportunities. Co-op combines formal academic preparation with practical work experience in a natural blending of theory and practice.

#### Benefits

As a Co-op student you can:

1. Earn academic credit;
2. Gain practical experience and job knowledge;
3. Test your career decision;
4. Make valuable contacts in your professional field;
5. Earn income through work in your chosen field of study.

#### Eligibility

All students who have completed one full-time semester, or at least 12 credit hours are eligible to enter the Co-op program, provided they have a minimum cumulative grade point average of 2.0 and are in good academic standing. Participating students must have a willingness to become involved in developing a cooperative education position related to their major field of study.

#### Operations

Co-op may be part-time, full-time, paid or unpaid work experience providing entry-level, intermediate or advanced training. Current employment may meet the program requirements with modified or enhanced duties in cooperation with the employer. The work experience is coordinated with on-campus study in a variety of delivery formats throughout the district. Students may earn up to six academic credits which can be used as elective credits, added credits or to meet the curriculum requirements in designated programs. Students should consult with an academic advisor to determine the transferability of Co-op credits in programs

offered by upper-division colleges and universities.

#### Enrollment

The delivery of Co-op education varies across the district using a common core of required student activities. For specific information regarding enrollment requirements and student activities, contact the appropriate campus personnel listed below:

**Central Campus**-439-8050

**Edward M. Eissey Campus**-625-2530

**Glades Campus**-992-6152

**South Campus**-367-4514

### EXPERIENTIAL LEARNING

The experiential learning assessment procedure, developed primarily for working adults, is designed to recognize the academic value of what you have learned through your experiences outside the college classroom. This learning, referred to as prior experiential learning, may result from such activities as work experience, employment-related training programs and seminars, volunteer work, travel, military service or intensive self-directed study. It is a way of recognizing your learning, regardless of the circumstances under which it was acquired.

#### Assessment

Credit for experiential learning is awarded through an assessment process used to determine how much you know and whether you possess the necessary competencies associated with the college course being assessed. Your assessment may involve one or more of the following:

- *Written, oral or performance testing*
- *The preparation of a portfolio which describes your learning and how it was acquired*
- *The evaluation of your certificates and licenses*
- *Interviews by faculty members*

The method of assessment is decided upon by the College division chair or program manager responsible for the program, and courses for which you request the credit.

**NOTE:** Not all Palm Beach Community College courses are assessable courses. That is, even though a student may feel that he/she may have the appropriate background and knowledge, the particular course for which he/she wishes to be evaluated may or may not

be available for that purpose. The process applies primarily to A.S. degree courses.

### Process

After being admitted to the College as a regular degree-seeking student and selecting an academic program with the help of a counselor or advisor, the student must take the following steps:

1. Meet with the program division chairman, or manager, to determine if an assessment process is available for the courses for which you wish to receive credit.
2. Apply for assessment by completing the necessary forms available from the division chair or Student Services.
3. Consult with the division chair, program manager, or designated faculty evaluator to determine the specified requirements for assessment and the fees required.
4. Your responsibilities in the assessment process may require you to do one of the following:
  - a. Meet with an instructor or take an oral, or written exam
  - b. Prepare for a written exam by reviewing textbooks
  - c. Arrange for an instructor to interview your employer and visit you at your work site
  - d. Bring certificates and licenses to the division chair so they can be authenticated
  - e. Develop a portfolio of your experience
5. Pay the necessary fees (\$15.00 minimum). These fees will cover the cost of the assessment process.
6. It is possible that you may not receive academic credit in the areas requested, but the cost of assessment remains the same.

### Award of Credit

The assessment process may take from several hours to several months, depending upon the amount of credit requested and the methods of assessment required. When the process is completed, the results will be forwarded to the district dean of vocational education for final review and verification. The dean will request the Registrar's office to place the credits on your transcript.

Credits awarded will be held in escrow until you have satisfactorily completed 15 credits of college-level course work at PBCC. Experiential credit may not be used to meet the residency requirement for the last 15 hours prior to graduation.

## FLORIDA-CANADA INSTITUTE

The Florida-Canada Institute is part of the international program established within the State Department of Education by the Florida Legislature in 1987. The linkage institutes are to assist in the development of stronger economic and social ties between Florida and strategic foreign countries through the promotion of expanded public/private dialogue on cooperative research and technical assistance, student/faculty exchange, cultural exchange, and enhancement of language training. In 1991, the authority changed from the Department of Education to the Department of Commerce and specifically to the Florida International Affairs Commission.

The Florida-Canada Institute at PBCC has assisted in the establishment of a linkage with Algonquin College in Ottawa, Ontario, Canada in which faculty and student exchanges will be developed. The Institute has also assisted in the development of contacts with business and industry in Canada. Technical exchanges have been fostered through the sponsorship of the Emergency Medical Service (EMS) competition in Alberta, Canada each fall. Locally, The Florida-Canada Institute has established bonds with the Canadian-American Business Alliance and the World Trade Council to enhance economic trade with Canada. The Florida-Canada Institute administers the tuition-exemption program for Canadian students attending Florida's colleges and universities.

### HONORS

Currently, Honors classes are offered at PBCC in Communications I (ENC 1121) and Communications II (ENC 1122). PBCC now offers an Honors Option in general education classes for students with a 3.2 GPA who are interested in pursuing an independent project under the guidance of the instructor. The student must maintain an A or B throughout the term and present a summary or project in total to the class before the completion of the term. The student transcript indicates Honors work. All instructors do not offer this Honors Option. The individual sections are noted with an asterisk (\*) on the term schedule printout. Honors Options are offered in several general education areas: literature, other communications courses, social science, education, political science and psychology. For more information, check with the Honors office, BA-115.

### DIVISION OF CONTINUING STUDIES

Continuing Studies is a multicampus operation of educational and related services

existing in several formats. These include noncredit and credit programs, courses, and projects. Not all programs are available at all campuses.

For information on offerings call:

**Central Campus** 439-8006 (Lake Worth)

**Eissey Campus** 625-2535 (Palm Beach Gardens)

**Glades Campus** 992-6155 (Belle Glade)

**South Campus** 367-4516 (Boca Raton)

The Division of Continuing Studies offers the following educational opportunities.

- I. Career Enhancement
- II. Career Preparation
- III. Personal Development
- IV. Programs and Institutes

### I. Career Enhancement

#### *Agribusiness*

Offerings include turf-grass management, golf courses and home lawn maintenance, xeriscape and pest control technology.

#### *Center for Health Studies*

Updated courses on a wide variety of current topics applicable to health professionals are provided. Courses approved to meeting continuing education requirements by Florida state boards and regulatory agencies are available for the following professionals:

- *Certified Addiction Professionals*
- *Certified Associate Addiction Professionals*
- *Clinical Laboratory Personnel*
- *Clinical Psychologists*
- *Clinical Social Workers*
- *Dental Assistants*
- *Dental Hygienists*
- *Dentists*
- *Marriage and Family Therapists*
- *Mental Health Counselors*
- *Nurses*
- *Nursing Home Administrators*
- *Radiologic Technicians*
- *Sonographers*

Customized training can be developed for personnel employed in health care facilities to meet special needs.

#### *Center For Insurance Education*

The Center for Insurance Education provides license preparation courses for the General Lines Agent (220 License), Customer Representative License and Life/Health and Annuities License. Course work is approved by the Department of Insurance.

The Center also schedules continuing education for licensed agents. Courses are ap-

proved by the Department of Insurance for license renewal.

### **Community Association Managers**

A series of workshops to meet the State of Florida continuing education renewal requirements for licensed Community Association Managers are held throughout the year. Each session is focused on a specific topic and presented by an expert in the field.

### **Computer and Office Technology**

A series of short courses and workshops are offered for adults who wish to add an occupational skill or enhance their personal skills for operating a small computer. "Hands-on" training on microcomputers with the latest software programs in word processing, data entry, electronic spreadsheets, database management and desk-top publishing is available.

### **Emergency Medicine**

Emergency medicine assists the health professional to maintain current professional licensure.

A diverse curriculum for physicians, nurses, and paramedics is offered. Courses are provided for ACLS, BTLs, ATLS, Paramedic Refresher, and Emergency Medical Dispatching to satisfy educational needs.

### **Institutional/Home Management**

Occupational preparation for a certified child-care worker, executive housekeeper or specialist in food service, fashion or physical fitness industries are but a few of the courses, workshops and seminars offered in this area.

### **Institute of Government**

The Institute of Government provides a wide variety of professional development and training opportunities as well as technical assistance to Palm Beach County government entities and their employees. Programs include conferences and comprehensive training programs for secretarial/clerical, professional, and supervisory/management. Certification and a variety of short courses and workshops are also available to meet specific occupational needs.

Services include technical assistance and organizational needs assessment designed to increase performance and productivity.

### **Real Estate Postlicensure and Continuing Education**

Postlicensure education for sales people is a 45-classroom-hour course which includes subjects specified in Florida Statute. Postlicensure education for brokers consists of two 30-hour courses.

Postlicensure courses are training-oriented and build on the academic body of knowledge acquired during prelicensure training. All courses emphasize development

of skills necessary for licensees to operate effectively.

The College also offers a 14-hour continuing education course that meets the requirement for real estate license renewal.

Condominium Operations and Management, Landlord-Tenant Law, SREA Appraising (101, 102, & 201) are also offered.

## **II. Career Preparation**

### **Guardianship Training**

The mandatory Guardianship Education Training course required by Florida Statute is offered in conjunction with the Circuit Court of Palm Beach County. Completion of this training course is required within one year of appointment as a guardian.

### **Job Training Center**

Short-term training, provided through the federal Job Training Partnership Act (JTPA-EDWAA), is offered. Eligible students receive tuition-free training while those not eligible under JTPA guidelines pay a course fee. Training is in the clerical/secretarial field. All applicants must be interested in obtaining full-time employment.

### **Recovery (Repossession) Agent**

Class "R" license instruction has been approved by the State of Florida to prepare for a Class "R" license as a recovery (repossession) agent.

### **Security Officer**

A 20-hour curriculum to prepare for a Class "D" license as a Security officer has been approved by the State of Florida.

## **III. Personal Development**

Courses and activities are available which provide any adult with the opportunity to improve his/her life competency.

### **Center for the Continuing Education of Women**

The Women's Center at Palm Beach Community College's Continuing Studies Center offers a variety of special courses and programs that enhance women's lives and assist in their adjustment to life's transitions. Among these are two grant-funded programs for women beginning...again:

**Crossroads:** The Displaced Homemaker Program, offers a career redirection program to assist the woman who is separated, divorced, widowed, or whose spouse is disabled. The program enables the participant to identify resources, build self-esteem, explore options and move forward through directed group discussions and individual guidance.

**Connections:** The Single Parent/Displaced Homemaker Program, offers vocational guidance and limited tuition assistance

to women returning to or enrolled in PBCC. It also provides a fellowship and support network to help ensure that these students have the resources they need to successfully accomplish their educational goals.

### **Judaic Studies Program**

A variety of 12-hour courses on the politics, history, and language of the Jewish people are held during the major terms. Jewish instructors, knowledgeable in their field, present lectures of Yiddish, anti-semitism, Maimonides, the Napoleonic influence on Judaism and the concepts of Judaism.

### **Lifelong Learning**

Educational services for adults addressing community problems and personal development needs are offered. A variety of topics are scheduled at the College and at community locations.

### **Senior Group Theater (Senior Players)**

Formed in 1979, this project combines theory and practice in the world of theater. Energetic and talented seniors, age 55 to 80 years, provide year-round entertainment throughout the county in nursing homes, senior centers, civic organizations and at condominium charitable benefits.

A Broadway play is presented each year in the Watson B. Duncan III College Theater. Among its many other community services, the Senior Players were the first to re-enact criminal exploits for Palm Beach County "Crime Stoppers" on television.

### **Summer Band Camp**

The Summer Band Camp began in 1985. This program, developed by the Music Department and the Division of Continuing Studies of PBCC plus area school band directors, has had great success. It provides four weeks of intensive training for middle and high school students throughout the county. Area musicians serve as instructors in the program which concludes with a concert finale. This concert is free and open to the public.

## **IV. Programs And Institutes**

### **Center for Multicultural Affairs**

The Center for Multicultural Affairs was established in 1980 to provide understanding and preservation of the diverse cultures of Palm Beach County residents. An Advisory Committee has defined several objectives for the center:

- 1) the establishment of a clearing house for the exchange of ethnic/cultural information;
- 2) the development of multicultural programs and activities for students, staff and members of the community; and

- 3) the involvement of students and representatives from various cultural groups in both college and community programs.

The major fund-raising project of the center is the sponsorship of the Annual International Festival of Palm Beach County. This occurs each spring. Proceeds from this festival provide scholarships for PBCC students. In 1988, the center added a Speaker's Bureau and a Translation Bureau to aid public agencies in serving the community.

#### **Community Services**

Facilities are utilized for approved community educational and cultural functions on a space-available basis. Many college cultural and entertainment activities such as concerts, dramatic presentations, art exhibits, lectures and sporting events are scheduled throughout the year and are frequently available to the community. Some events are free of charge to the public; others charge enough to help defray expenses, or to raise scholarship funds. At the Glades Campus, the Dolly Hand Cultural Arts Center is available to the community for a wide variety of educational and cultural events.

Recreation and Leisure (avocational) courses are offered for pleasure and enrichment. These courses are entirely supported by student fees.

#### **Institute of New Dimensions**

This project is dedicated to the exploration of educational and cultural enrichment opportunities by adults, especially retirees,

through courses, seminars, forums, field trips and lectures. It is a cooperative venture by volunteers from theaters, sciences and professions to bring intellectual enrichment to the community. The Institute is popular with senior citizens.

#### **Preparatory School of Music**

The Preparatory School of Music serves the community's precollege student who desires assistance in the study of music. Instruction is available for those who wish to complement or supplement current or previous training in music. The Division of Instruction of the Palm Beach County schools supports this program.

#### **QUALITY FIRST**

Quality First is an entrepreneurial partnership effort between PBCC and business, industry and service organizations throughout the community to achieve excellence through continuous improvement. It offers training, consulting and specialized assistance to businesses both large and small. Training consists of seminars in customer satisfaction, total quality management, service excellence, and continuous quality improvement.

For further details, contact the Quality First Department at the Edward M. Eissey Campus (407) 625-2580.

#### **TRAVEL STUDY**

Travel-study courses offered by PBCC are open to currently-enrolled students, as well as interested persons in the community. These courses offer the opportunity to travel in foreign countries combined with on-campus instruction. Opportunities are offered for study in Latin America, Great Britain, Asia and Europe.

All travel-study participants will register for the appropriate course(s) at the College. No registration will be complete until all fees have been paid in full.

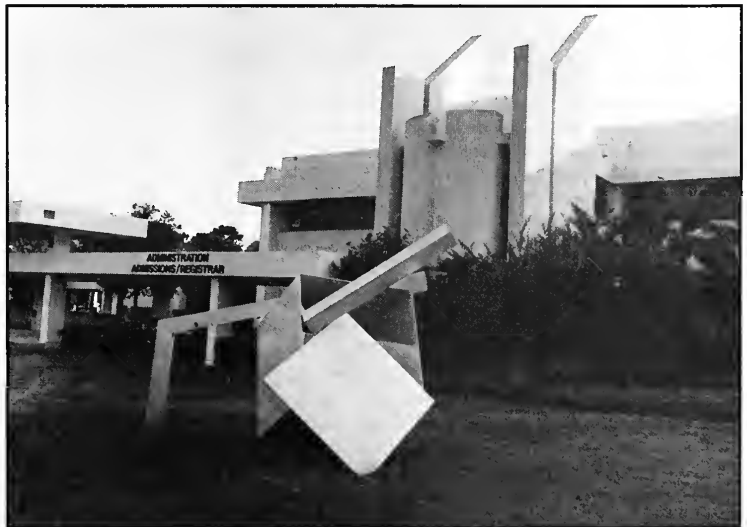
Credit may be earned by the participant and may be applied toward an associate degree. Those not desiring college credit may enroll on an audit basis.

Tour prices include travel but no tuition, with transportation provided on commercial carriers.

The tour price is paid directly to the travel agency and may be subject to change.

In addition, the office of the coordinator of International/Intercultural Education offers its information services to those students who are interested in travel and/or study in foreign countries.

International study-abroad programs offered by United States colleges and universities are available for summer sessions, one or two semesters, and year-long studies. Foreign universities' summer and year-round listings are also available. Group travel or individual programs can be arranged to fit the student's requirements.



# Chapter 8

## Programs

### HOW TO CHOOSE A PROGRAM

The mission of PBCC states that it provides

- *Academic programs that award an Associate in Arts degree.*
- *Technical/vocational programs that award an Associate in Science degree and professional certificates.*
- *Courses and special programs to retrain and upgrade employment skills.*
- *Preparatory instruction for students needing academic development to succeed in college-level work.*
- *Continuing studies and community service programs which address special education, community development, cultural and economic needs.*
- *Multicultural experiences within the College and the global community.*

Students who plan to transfer to a university and pursue a baccalaureate degree should choose an associate in arts program of study after carefully reading the Associate in Arts section.

Students who plan to follow a program of study to prepare for employment upon graduation from PBCC should read the following sections about A.S. degree or certificate programs. PBCC offers opportunities in specialized, business, technical and professional areas.

Those not planning or needing to complete a degree but who have other interests should read the section "Nondegree Programs."

### NONDEGREE PROGRAMS

Students may enroll in transfer or continuing studies courses to meet individual educational needs such as upgrading skills for employment, cultural enrichment, improving academic preparation, or any other. The College offers many courses and special programs to serve students in these categories. Certificates (nondegree) for preparation for employment are listed on page 31.

Courses for other purposes and special interests can be found in brochures and schedules throughout the College.

In all degrees, if college preparatory level courses are needed based on entry-level

placement, they will be in addition to the listed degree program requirements.

### ASSOCIATE IN SCIENCE

The degree of Associate in Science is awarded upon successful completion of a program of study approved by the College. The aim of the occupationally oriented A.S. degree program is to fit the student for immediate entry into the business, professional or industrial life of the community with a level of training which would lead to midmanagement employment.

If your answer to the question, "How long do I plan to stay in college?" is, "Not more than two years," you should make your selection from the programs listed under Major Codes.

It is important to note that students who choose Associate in Science degree programs are NOT qualifying themselves for transfer to the junior year at a state university. If a combination of immediate job training plus possible continuation for a four-year degree is desired, it is better to plan your program with an advisor, using university-parallel programs as a base.

### Graduation Requirements

All students who wish to graduate from Palm Beach Community College must fulfill the requirements listed under the general heading Graduation Requirements. Students are expected to complete all the courses in the program in which they are registered.

### General Education Requirements

The student shall complete at least 18 hours of courses in general education, which must provide for the teaching of essential skills.

**Area I - Communications 3 hours**  
ENC 1101

**Area II - Health 3 hours \***  
Same as A.A. degree requirement

**Area III - Humanities 3 hours**  
May use any of the courses listed for A.A. degree

**Area IV - Mathematics 3 hours**  
May use any of the courses listed for A.A. degree or MAT 1033

### Area V - Science 3 hours

May use any of the courses listed for A.A. degree

### Area VI - Social Science 3 hours

May use any of the courses listed for A.A. degree

All A.S. degree students are required to complete an oral communications component which can be satisfied by completing either SPD 1600 Foundations of Speech or ENC 1210 Applied Communications.

Students enrolled in A.S. degree programs who do not meet all A.A. degree requirements may complete 36 hours of General Education and have this noted on transcript PROVIDED the Registrar is notified of this intention when the student applies for A.S. degree. See "Alternate or Second Degree" following "Foreign Language Requirement" See also "College Level Academic Skills Test" in Student Affairs Section.

Some specialized occupational programs do not need to meet all of the above General Education requirements. However, all courses listed in program outlines in the catalog must be completed in their entirety.

### ASSOCIATE IN ARTS

If you plan to complete a baccalaureate degree, you should choose your program and complete all requirements for the associate in arts degree at Palm Beach Community College. The excellent record made by PBCC students in four-year colleges and universities throughout the U.S. and abroad has been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

While all state universities in Florida will accept as juniors students who have completed an A.A. degree at Palm Beach Community College, completion of the degree does not always qualify for admission to some special programs within the universities. Each college has specific course requirements which must be met. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PBCC.

\* In health-related A.S. degree programs, SPC 1600 may be substituted for HSC 2200.

## Graduation Requirements

Read carefully the steps under the general heading Graduation Requirements. Students bear the primary responsibility for meeting all of these requirements.

## General Education Requirements

The student shall complete a minimum of 36 semester hours of work in General Education. These hours must be completed in the subject areas listed below:

### Area I - Communications 9 hours

A grade of C or higher is required in each course

Course	Semester	Hours	Credit
ENC 1101	Freshman		
	Communications I . . . .	3	
and			
ENC 1102	Freshman		
	Communications II . . . .	3	
or			
ENC 1141	Writing about Literature .	3	
SPC 1600	Fundamentals of Speech .	3	

### Area II - Health 3 hours

Course	Semester	Hours	Credit
HSC 2200	Health Concepts and Strategies . . . . .	3	

### Area III - Humanities 6 hours

A grade of C or higher is required for one of the following literature courses

Course	Semester	Hours	Credit
AML 2010	American Literature to 1865 . . . . .	3	
AML 2022	American Literature after 1865 . . . . .	3	
ENL 2010	English Literature to 1798 . . . . .	3	
ENL 2020	English Literature after 1798 . . . . .	3	
LIT 2110	World Literature to 1600 .	3	
LIT 2120	World Literature after 1600 . . . . .	3	

Completion of one of the following courses is required.

ARH 1000	Art Appreciation . . . .	3	
ARH 2050	History of Art (Early) . .	3	
ARH 2051	History of Art (Modern) .	3	
MUL 1010	Music Appreciation . . .	3	
MUL 2111	Introduction to Music History I . . . .	3	
MUL 2112	Introduction to Music History II . . . .	3	

### Area IV - Mathematics 6 hours\*

A grade of C or higher is required in each course.

Course	Semester	Hours	Credit
MAC 1102	Algebra for College Students . . . .	3	
MGF 1104	Mathematics for College Students . . . . .	3	
MAC 1114	Trigonometry . . . . .	3	
MAC 1140	Precalculus . . . . .	3	
MAC 2233	Survey of Calculus . . . .	3	
MAC 2311	Calculus with Analytic Geometry I . . . . .	4	
MAC 2312	Calculus with Analytic Geometry II . . . . .	4	
MAC 2313	Calculus with Analytic Geometry III . . . . .	4	
MAP 2302	Differential/Equations .	3	
STA 2014	Statistics . . . . .	3	

### Area V - Science 6 hours

Any two of the following must be taken.

Course	Semester	Hours	Credit
APB 1120	Environmental Conservation . . . . .	3	
APB 1170	Microbiology and Laboratory . . . . .	3	
APB 1811	Anatomy and Physiology I and Laboratory . . . . .	4	
APB 1812	Anatomy and Physiology II and Laboratory . . . . .	4	
AST 1002	Descriptive Astronomy .	3	
BOT 1010	General Botany I and Laboratory . . . . .	4	
BSC 1010	Principles of Biology . .	3	
CHM 1015	Principles of Chemistry .	3	
CHM 1040	General Chemistry I . . .	3	
CHM 1041	General Chemistry II and Laboratory . . . . .	4	
CHM 2046	General Chemistry III and Laboratory . . . . .	4	
GLY 1000	Descriptive Geology . . .	3	
PHY 1001	Applied Science . . . . .	3	
PHY 2053	General Physics I and Laboratory . . . . .	5	
PHY 2054	General Physics II and Laboratory . . . . .	5	
PHY 2048	Gen. Physics with Calculus I and Laboratory . . . . .	5	
PHY 2049	Gen. Physics with Calc. II and Laboratory . . . . .	5	
PSC 1341	Physical Science for Today's World . . . . .	3	
PSC 1513	Earth Science . . . . .	3	
ZOO 1013	General Zoology and Laboratory . . . . .	4	

## Area VI - Social Science 6 hours

A grade of C or higher is required in each course

Course	Semester	Hours	Credit
Select one of the following courses:			
SYG 1440	Introduction to the Social Sciences . . . . .	3	
SYG 2000	Introduction to Sociology . . . . .	3	
Select one of the following courses:			
AMH 2010	United States History to 1865 . . . . .	3	
POS 1001	Introduction to Political Science . . . .	3	
POS 2041	American National Government . . . . .	3	
POS 2112	American State and Local Government . . . . .	3	

## OTHER STATUTORY REQUIREMENTS

### SBE RULE 6A-10.30(2)(B)

- The communications and computation requirement (the Gordon Rule) became effective fall semester 1982 throughout the State of Florida. This rule states that prior to receipt of an A.A. degree from a public community college or university, or prior to entry into the upper division of a public university, a student shall successfully complete 12 semester hours or more of English/Humanities in which the student must write (at least) 24,000 words and successfully complete six semester hours of mathematics at the college algebra level or higher. For the purpose of this rule, applied logic, statistics and other such computation coursework, which may not be placed with a mathematics department, may be used to fulfill three hours of the six semester hours required by this section. For the purposes of this rule, a grade of C or higher shall be considered successful completion.

Follow the guidelines in all academic advising for students in the A.A. degree program or in an A.S. degree program and planning to enter a university.

Palm Beach Community College Requirement for Written Work:

Course	Number of Words
AMH 2010	U.S. History to 1865 . 2,000
AMH 2020	U.S. History after 1865 . . . . . 2,000
ARH 1000	Art Appreciation . . . 2,000

\* Successful completion of the six hours will also satisfy the Gordon Rule requirement in computations.

ARH 2050	History of Art (Early) . . . . .	2,000
ARH 2051	History of Art (Modern) . . . . .	2,000
ENC 1101	Freshman Communications I . .	6,000
ENC 1102	Freshman Communications II . .	7,000
ENC 1121	Honors Freshman Communications I . .	6,000
ENC 1210	Applied Communications . . .	7,000
ENC 1122	Honors Freshman Communications II . .	7,000
ENC 1210	Applied Communications . . .	7,000
ENC 1141	Writing About Literature . . . . .	7,000
MUL 1010	Music Appreciation . .	2,000
MUL 2111	Introduction to Music History I . . . . .	2,000
MUL 2112	Introduction to Music History II . . . . .	2,000
POS 1001	Introduction to Political Science . . . . .	2,000
POS 2041	American National Government . . . . .	2,000
POS 2112	American State and Local Government . .	2,000
SPC 1600	Fundamentals of Speech . . . . .	2,000
SYG 1440	Introduction to the Social Sciences . . . .	2,000
SYG 2000	Introduction to Sociology . . . . .	2,000
	Literature - all . . . .	3,000

- Beginning with the October, 1982 administration of the College-Level Academic Skills Test (CLAST), students will be required to present test scores to be eligible for the award of an associate in arts degree from a community college or for admission to an upper-division program in a state university in Florida. Prior to August 1, 1984, the use of CLAST scores was limited to student counseling and curriculum development.

After August 1, 1984, students must have passing scores on CLAST to be eligible for the award of an Associate in Arts degree from a community college or for admission to upper-division status in a state university in Florida.\*

## FOREIGN LANGUAGE REQUIREMENT

Beginning August 1, 1991, all undergraduate students (freshman and transfer students), must already have earned the equivalent of two credits of sequential foreign language at the secondary level before admission to a university, or postsecondary level if taken at a community college.

A student who received an Associate in Arts degree prior to September 1, 1989 or who enrolled in a program of studies leading to an Associate in Arts degree from a Florida community college prior to August 1, 1989 and maintains continuous enrollment shall be exempt from this admissions requirement.

Students shall be considered to have satisfied the SUS foreign language admission requirement if they demonstrate proficiency in American sign language equivalent to two high-school credits or if they earn two high-school credits in American sign language. For the purpose of this one section of law 240.233, American sign language shall be considered a foreign language.

## ALTERNATE OR SECOND DEGREES

Palm Beach Community College offers the Associate in Science (A.S.) and the Associate in Arts (A.A.) degrees. Students may earn both degrees, but are required to complete 15 additional semester hours after the first degree is awarded and complete all requirements for both degrees. Only one A.A. degree may be awarded, since this is the certification that the first two-year requirements for the bachelor's degree have been met. Some universities will accept the A.S. degree in some programs, if the General Education requirements have been met. Students who wish to have "General Education requirements met" certified on their transcript must notify the Registrar's office in writing.

## HELP IN MAKING YOUR CHOICE

The entire faculty at Palm Beach Community College is utilized in an effort to match each student with the program best suited to meet the student's educational objectives. Students fall into major groups, and these two groups go for help to different members of the faculty.

### Students Who Know Their Major Area of Interest

If you have defined your educational goals to the point where you can select your major area of interest, you will be advised by mem-

bers of the faculty or division chairpersons with special knowledge in your area. If you will locate the exact program you wish to follow in the Programs section of the catalog, and familiarize yourself with the course descriptions in the Course Descriptions section, you will be better prepared for a talk with your advisor.

### Major Field Undecided

While it is important for you to choose your major field as early as possible, it is recognized by the College that many students cannot yet make this decision, and others may discover that they have made a wrong choice.

A staff of guidance counselors is available in the Student Services Department to assist the undecided student in choosing a satisfactory program. Information on career opportunities and four-year colleges and universities is available at the counseling center.

## GOAL AND MAJOR CODES BY DEPARTMENTments, goals and major codes

- AA Associate in Arts programs are university parallel.
- AS Associate in Science programs are two-to-three-year, postsecondary vocational.
- CT Certificate program lengths vary from one semester to two years. Programs are nondegree postsecondary adult vocational and postsecondary vocational.

### Goal Codes

- AA Degree - General Freshman (15 hrs. or less completed)
1. AA Degree - Plans to transfer to university. (16 hrs. or more completed)
2. AA Degree - Does not plan to transfer to university. (16 hrs. or more completed)
3. AS Degree - (16 hrs. or more completed)
4. Technical Certificate - no degree
5. AS Degree - General Freshman (15 hrs. or less completed)
6. Lifelong Learning (Noncredit)
7. One or more courses for job opportunities advancement (Employment related)
8. Personal improvement or general interest (Nonemployment related)

\* See Table 2-1, Chapter 2,

9. Transient students  
(Not seeking degree at PBCC)

### Major Codes

#### (01) Art

- 002 AA Advertising Design  
003 AA Architecture  
001 AA Art Education  
008 AA Art History  
070 CT Custom Garment-Making  
073 AS Fashion Design  
507 AA Fashion Design  
Merchandising  
515 AS Fashion Marketing  
006 AA Fine Arts  
010 AS Graphic Arts  
Technology-Printing  
011 AS Graphic Design  
012 AS Interior Design Professional  
005 AA Interior Design  
004 AA Photography  
014 AA Visual Arts

#### (02) Biology

- 026 AA Biology, General  
516 AS Pest Control Technology  
199 AS Water/Wastewater  
Management  
089 CT Water Technology C  
090 CT Water Technology B  
094 CT Water Technology A  
092 CT Wastewater Technology C  
091 CT Wastewater Technology B  
093 CT Wastewater Technology A

#### (03) Business

- 050 AS Accounting Technology  
052 AA Business Administration  
057 AS Business Administration  
and Management  
(General Business)  
056 AA Business Education Teacher  
069 CT Chef Apprenticeship  
(Commercial  
Foods/Culinary Art)  
126 AS Computer Information  
Systems Analysis  
127 AA Computer Science -Business  
125 AA Computer Science -Systems  
070 CT Custom Garment Making  
075 AS Financial Services  
501 AA Home Economics  
060 AS Hospitality Management  
505 AS Legal Assistant  
500 AA Marketing/Distributive  
Education  
055 AS Marketing-Management  
057 AS Marketing Retail

- 514 AS Office Systems Technology  
511 AS Postal Service Technology

#### (04) Chemistry

- 076 AA Chemistry  
078 AA Pre-Professional/  
Medical Related

#### (05) Communications

- 104 AA Journalism  
105 AA Liberal Arts  
106 AA Oral Communications

#### (22) Continuing Studies

The Continuing Studies Department assigns major numbers for all noncredit enrollments.

#### (19) Criminal Justice Institute

- 423 AA Criminal Justice, Law  
Enforcement/ Corrections  
(Transfer)

#### (07) Dental Health Services

- 155 CT Dental Assistant-Basic  
151 AS Dental Hygiene

#### (24) Drama

- 103 AA Drama

#### (08) Engineering Technology

- 188 AS Automotive Service  
Management Technology  
185 AA Building Construction  
198 AS Building Construction  
Management  
190 AS Computer Integrated  
Manufacturing  
178 AS Drafting & Design  
Technology  
177 AS Electronics Engineering  
Technology  
176 AA Engineering  
195 AS Fire Science Technology  
184 AA Industrial Arts  
179 AS Land Surveying  
191 AS Ornamental Horticulture  
Technology  
174 CT Plumber's Apprentice  
197 AS Professional Pilot Technology  
189 AA Surveying

#### (17) Evening Classes

- 17-xxx Evening students majoring  
in any field listed will have  
Major Code combined with  
Evening Code.

#### (23) Allied Health

- 512 AS Dietetic Technician  
074 AA Dietetics/Foods & Nutrition  
449 AS Emergency Medical Service  
Technology  
226 AA Health Education

- 345 AS Human Services Technology  
036 AA Medical Technology  
237 AA Occupational Therapy  
240 AS Occupational Therap  
Assistant  
450 CT Paramedic  
228 AA Physical Therapy  
241 AS Pre-Occupational  
therapy Assistant  
147 AS Pre-Respiratory Care  
303 AS Radiologic Technology  
148 AS Respiratory Care  
310 AS Sonography

#### (11) Mathematics

- 251 AA Mathematics

#### (12) Music

- 275 AA Dance  
276 AA Music, Music Education  
274 AS Theater and Entertainment  
Technology

#### (13) Nursing

- 302 AA Pre-Nursing  
300 AS Pre-AS Nursing  
301 AS Nursing (use only if  
counseled by Chairperson)

#### (10) Physical Education

- 227 AA Physical Education  
230 AS Recreation Specialist

#### (18) Physical Science

- 405 AA Physical Science  
401 AA Physics

#### (14) Social Science

- 324 AA Anthropology  
347 AS Child-Care Supervision  
342 AS Child Development and  
Education  
348 CT Child Development Associate  
344 AA Early Childhood Education  
329 AA Education, Elementary and  
Secondary Level  
336 AA Geography  
335 AA Government and Foreign  
Service  
327 AA History  
339 AA Political Science  
332 AA Pre-Law  
334 AA Pre-Ministry & Philosophy  
331 AA Psychology  
326 AA Social Science (General)  
333 AA Social Science-  
International Studies  
328 AA Social Science Teacher  
330 AA Social Work  
325 AA Sociology  
(16) Student Services

376 AA Major Field Undeclared

**HOW TO USE THIS SECTION**

If you have read the preceding page, you will want to examine one or more of the programs offered by the College in your major area of interest. The following pages contain information about all the associate degree and certificate programs offered by

the College, grouped by areas of interest on the list below. Each group of programs is headed in large, bold face type to make finding a particular program easy.

If a program name is followed by (A.A.), it is a two-year Associate in Arts degree program made up of university parallel courses. If it is followed by (A.S.), it is a two-year occupational course, not designed

for transfer. Some certificate courses are clearly marked as such while others are mentioned only in footnotes to A.S. degree programs.

Each degree lists a program of courses. These are required for A.S. degrees and certificates. They are strongly recommended for A.A. degree majors.

**University Parallel  
(Associate In Arts)**

Accounting  
Advertising Design  
Anthropology  
Architecture  
Art Education  
Art History  
Astronomy  
Biology (General)  
Building Construction  
Business Administration  
Business Education Teacher  
Chemistry  
Computer Science, Business  
Computer Science, Systems  
Creative Writing  
Criminal Justice  
Dance  
Dietetics-Foods and Nutrition  
Drama  
Early Childhood Education  
Economics  
Education (Elementary  
and Secondary)  
Engineering  
English  
English Teacher  
Fashion Design  
Merchandising  
Fine Arts  
Foreign Languages  
Foreign Language Teacher  
Geography  
Geology  
Government and Foreign  
Service  
Health Education  
History  
Home Economics  
Insurance

Interior Design  
International Trade  
International Studies (Social  
Science)  
Journalism  
Law Enforcement/Corrections  
Liberal Arts  
Management  
Marketing/Distributive  
Education Teacher  
Mathematics  
Medical Technology  
Meteorology  
Music  
Music Education  
Occupational Therapy  
Oral Communications  
Photography  
Physical Education  
Physical Scientist  
Physical Therapy  
Physics  
Political Science  
Pre-Dental  
Pre-Law  
Pre-Medical  
Pre-Ministry and Philosophy  
Pre-Nursing  
Pre-Pharmacy  
Pre-Podiatry  
Pre-Professional  
Pre-Veterinary  
Psychology  
Real Estate  
Retailing  
Sales Marketing  
Social Science (General)  
Social Science Teacher  
Social Work  
Sociology  
Surveying

**Technology Education  
Visual Arts**

**Specialized, Business,  
Technical, Professional  
Program (Associate In  
Science and Credit  
Certificate)**  
Accounting Technology  
Automated Manufacturing  
Technology Option  
Automotive Services  
Management Technology  
Building Construction  
Management  
Business Administration and  
Management  
Child Development and  
Education  
Computer Information  
Systems Analysis  
Computer Integrated  
Manufacturing Technology  
Dental Hygiene  
Dietetic Technician  
Drafting and Design  
Technology  
Electronics Engineering  
Technology  
Emergency Medical Service  
Technology  
Fashion Design  
Fashion Marketing  
Financial Services  
Fire Science Technology  
Graphic Arts Technology  
Printing Program  
Graphic Design  
Hospitality Management  
Human Services Technology  
Interior Design  
Land Surveying  
Legal Assistant  
Management Option

**Marketing-Retail**

Nursing  
Occupational Therapy  
Assistant  
Office Systems Technology  
Office Systems - Word  
Processing Option  
Ornamental Horticulture  
Technology  
Paramedic Certificate  
Pest Control Technology  
Professional Pilot  
Professional Pilot  
Management Option  
Professional Pilot Technology  
Postal Service Technology  
Radiologic Technology  
Recreation Specialist  
Respiratory Care  
Respiratory Care Technology  
Sonography  
Theater and Entertainment  
Technology  
Water and Wastewater  
Management

**Nondegree Certificate  
Programs**

Chef Apprenticeship  
Child-Care Supervision  
Child Development Associate  
Custom Garment Making  
Dental Assisting Program  
Plumber's Apprentice  
Water Technology C  
Water Technology B  
Water Technology A  
Wastewater Technology C  
Wastewater Technology B  
Wastewater Technology A

# Associate In Arts Programs

## ADVERTISING DESIGN (A.A. 01-002)

The Advertising Design program is designed to prepare students for a career in advertising and printing industries as a camera operator, layout artist and advertising designer. The program articulates well with similar programs on the university level.

Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Course	Title	Semester Hours Credit
ART 1201C	Design Fundamentals . . . . .	3
ART 1300C	Drawing Fundamentals . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ETD 1110	Introduction to Technical Drawing . . . . .	2
MAC 1102	Algebra for College Students . . . . .	3
	Physical Education . . . . .	2
ART 1230C	Advertising Design I . . . . .	3
ART 1301C	Intermediate Drawing . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
PGY 1101C	Introduction to Photography . . . . .	3
ARH 2050	History of Art (Early) . . . . .	3
ART 1203C	Three Dimensional Design . . . . .	3
ART 2231C	Advertising Design II . . . . .	3
ART 1202C	Color Design . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Science . . . . .	6
ARH 2051	History of Art (Modern) . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

## ANTHROPOLOGY (A.A. 14-324)

This program is designed to give the student the first two years of undergraduate preparation leading to a baccalaureate degree in the social sciences or liberal arts, with many career options in both private and public sector. The trained person will have knowledge, understanding, skills and attitudes essential for intercultural and international relations (and affairs) in both business and government.

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
BSC 1010	Principles of Biology . . . . .	3
BSC 1010L	Principles of Biology Laboratory . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
POS 1001	Introduction to Political Science . . . . .	3
	Physical Education . . . . .	2
APB 1811	Anatomy and Physiology I . . . . .	3

APB 1811L	Anatomy and Physiology I Laboratory . . . . .	1
ENC 1102	Freshman Communications II . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
PSY 2012	General Psychology . . . . .	3
GEO 1010	Principles of Geography and Conservation . . . . .	3
	Literature . . . . .	3
MGF 1104	Mathematics for the College Student . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
CPO 2002	Comparative Governments . . . . .	3
LIT 2120	World Literature after 1600 . . . . .	3
REL 2300	Major Religions of the World . . . . .	3
ANT 2000	Introduction to Anthropology . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
WOH 1022	Modern World History . . . . .	3
WOH 1012	Ancient and Medieval History . . . . .	3

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## ARCHITECTURE (A.A. 01-003)

The Architecture curriculum is coordinated with the School of Architecture at Florida A & M University. The student majoring in architecture at Palm Beach Community College must complete the A.A. degree requirements with a 2.5 GPA and prepare a portfolio of work acceptable to an admissions committee at Florida A & M University.

Upon acceptance to the FAMU School of Architecture, PBCC graduates will be required to enroll in a six-semester-hour, summer-orientation program to prepare for entrance into the first term of the junior year.

The following four-semester program has been approved by the Florida A & M University School of Architecture.

Students will be better prepared if they complete Art, Drafting, Physics, Algebra II and Solid Geometry courses while in high school.

Course	Title	Semester Hours Credit
ART 1201C	Design Fundamentals . . . . .	3
ART 1300C	Drawing Fundamentals . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
MAC 1114	Trigonometry . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2
ART 1203C	Three Dimensional Design . . . . .	3
BSC 1010	Principles of Biology . . . . .	3
BSC 1010L	Principles of Biology Laboratory . . . . .	1
ENC 1102	Freshman Communications II . . . . .	3
MAC 2311	Calculus with Analytic Geometry I . . . . .	4
TAR 1120C	Architectural Drawing . . . . .	3
ARH 2051	History of Art (Modern) . . . . .	3
BCN 1210	Building Construction Materials . . . . .	3
BCN 2253C	Architectural Drafting . . . . .	3
PHY 2053	General Physics I . . . . .	4
PHY 2048L	General Physics I Laboratory . . . . .	1
POS 1001*	Introduction to Political Science . . . . .	3
ART 1305C	Freehand Perspective . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
PHY 2054	General Physics II . . . . .	4
PHY 2049	General Physics II Laboratory . . . . .	1
SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

NOTE: Recommended course, CGS 1470 Computer Drafting.

### ART EDUCATION (A.A. 01-001)

The Art Education program is designed for the student who plans to major in Art Education at a university and become certified to teach art at the elementary through high school level.

Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Course	Title	Semester	Hours	Credit
ART 1201C	Design Fundamentals . . . . .	3		
ART 1300C	Drawing Fundamentals . . . . .	3		
ENC 1101	Freshman Communications I . . . . .	3		
MAC 1102	Algebra for College Students . . . . .	3		
SYG 1440	Introduction to the Social Sciences . . . . .	3		
	or			
SYG 2000	Introduction to Sociology (3)			
	Physical Education . . . . .	2		
ART 1280C	Lettering . . . . .	2		
ART 1301C	Intermediate Drawing . . . . .	3		
ENC 1102	Freshman Communications II . . . . .	3		
MGF 1104	Mathematics for College Students . . . . .	3		
POS 1001*	Introduction to Political Science . . . . .	3		
ARH 2050	History of Art (Early) . . . . .	3		
ART 2302C	Life Drawing . . . . .	3		
EDF 1005	Introduction to Education . . . . .	3		
HSC 2200	Health Concepts and Strategies . . . . .	3		
	Studio Art Electives . . . . .	3		
	Science . . . . .	6		
ARH 2051	History of Art (Modern) . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
	Literature . . . . .	3		
	Studio Art . . . . .	3		

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\* POS 2041 or AMH 2010 may be substituted.

### ART HISTORY (A.A. 01-008)

The Art History program is designed for the student who wishes to transfer to a university as an Art History major with a view toward teaching and performing scholarly research.

Consultation with an advisor is essential to insure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art student to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Course	Title	Semester	Hours	Credit
ART 1201C	Design Fundamentals . . . . .	3		
ENC 1101	Freshman Communications I . . . . .	3		
FRE 1120	Elementary French I . . . . .	4		
MAC 1102	Algebra for College Students . . . . .	3		
SYG 1440	Introduction to the Social Sciences . . . . .	3		
	or			

SYG 2000

ART 1300C

ENC 1102

FRE 1121

MGF 1104

POS 1001\*

ARH 2050

HSC 2200

REL 1210

SPC 1600

ARH 2051

ART 2510C

PGY 1101C

REL 1240

WOH 1012

Introduction to Sociology (3)

Physical Education . . . . . 2

Drawing Fundamentals . . . . . 3

Freshman Communications II . . . . . 3

Elementary French II . . . . . 4

Mathematics for College Students . . . . . 3

Introduction to Political Science . . . . . 3

History of Art (Early) . . . . . 3

Health Concepts and Strategies . . . . . 3

Literature . . . . . 3

The Old Testament . . . . . 3

Fundamentals of Speech . . . . . 3

Science . . . . . 6

History of Art (Modern) . . . . . 3

Introduction to Painting . . . . . 3

Introduction to Photography . . . . . 3

The New Testament . . . . . 3

Ancient and Medieval History . . . . . 3

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\*POS 2041 or AMH 2010 may be substituted.

### BIOLOGY, GENERAL (A.A. 02-026)

The biology curriculum is designed to prepare majors for transfer to a senior institution with a minimum of difficulty. The same basic courses apply, no matter which branch of biology is the student's final goal. However, it is strongly recommended that the student consult the catalog of the senior institution to which he/she plans to transfer. The following is a minimum program:

Course	Title	Semester	Hours	Credit
BSC 1010	Principles of Biology . . . . .	3		
BSC 1010L	Principles of Biology Laboratory . . . . .	1		
BOT 1010	General Botany I . . . . .	3		
BOT 1010L	General Botany I Laboratory . . . . .	1		
	or			
ZOO 1013	General Zoology (3)			
ZOO 1013L	General Zoology Laboratory (1)			
CHM 1041	General Chemistry II . . . . .	3		
CHM 1041L	General Chemistry II Laboratory . . . . .	1		
CHM 2046	General Chemistry III . . . . .	3		
CHM 2046L	General Chemistry III Laboratory . . . . .	1		
ENC 1101	Freshman Communications I . . . . .	3		
ENC 1102	Freshman Communications II . . . . .	3		
MAC 1102	Algebra for College Students . . . . .	3		
MAC 1114	Trigonometry . . . . .	3		
SYG 1440	Introduction to the Social Sciences . . . . .	3		
	or			
SYG 2000	Introduction to Sociology (3)			
	Physical Education . . . . .	2		
ARH 1000	Art Appreciation . . . . .	3		
	or			
MUL 1010	Music Appreciation (3)			
ZOO 2713	Comparative Vertebrate Anatomy I . . . . .	3		
ZOO 2713L	Comparative Vertebrate Anatomy I Laboratory . . . . .	1		
PCB 2063	Genetics . . . . .	3		
PCB 2063L	Experiments in Genetics . . . . .	1		
CHM 2210	Organic Chemistry I . . . . .	3		
CHM 2210L	Organic Chemistry I Laboratory . . . . .	1		
CHM 2211	Organic Chemistry II . . . . .	3		
CHM 2211L	Organic Chemistry II Laboratory . . . . .	1		

	or	
PHY 2053	General Physics I (4)	
PHY 2048L	General Physics I Laboratory (1)	
PHY 2054	General Physics II (4)	
PHY 2049L	General Physics II Laboratory (1)	
HSC 2200	Health Concepts and Strategies . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
STA 2014	Statistics . . . . .	3
	Literature . . . . .	3

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\*POS 2041 or AMH 2010 may be substituted.

### BUILDING CONSTRUCTION (A.A. 08-185)

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
CGS 1361	Introduction to Computers . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2
EGS 1111	Engineering Graphics . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 1114	Trigonometry . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
ACG 2022	Financial Accounting . . . . .	4
BCN 1210	Building Construction Materials . . . . .	3
BCN 2253C	Architectural Drafting . . . . .	3
PHY 2053	General Physics I . . . . .	4
PHY 2048L	General Physics I Laboratory . . . . .	1
POS 1001*	Introduction to Political Science . . . . .	3
EGS 2310	Statics . . . . .	3
MAC 2311	Calculus w/Analytic Geometry I . . . . .	4
PHY 2054	General Physics II . . . . .	4
PHY 2049L	General Physics II Laboratory . . . . .	1
	Literature . . . . .	3
	General Education . . . . .	3

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\*POS 2041 or AMH 2010 may be substituted.

*NOTE: Check with your academic advisor as to the upper division school you wish to attend, as entry requirements vary from school to school. The University of Florida requires that a course in geology be completed during the first two years of the college program.*

### BUSINESS ADMINISTRATION UNIVERSITY PARALLEL (A.A. 03-052)

*Accounting, Business Administration, Economics, Management, Real Estate, Insurance, International Trade, Retailing and Sales Marketing*

This curriculum is to be followed by the student who plans to work for the baccalaureate degrees listed above.

Course	Title	Semester Hours
ENC 1101	Freshman Communications I . . . . .	3
GEB 1011	Introduction to Business . . . . .	3
MAC 1102 *	Algebra for College Students . . . . .	3

SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
ECO 2013	Principles of Economics I (MACRO) . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
POS 1001**	Introduction to Political Science . . . . .	3
STA 2014	Statistics . . . . .	3
ACG 2022	Financial Accounting . . . . .	4
ECO 2023	Principles of Economics II (MICRO) . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
ACG 2071	Managerial Accounting . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
CGS 1361	Introduction to Computers . . . . .	3
	*** Approved Electives . . . . .	7
	Physical Education . . . . .	2
	Natural Sciences . . . . .	6
	Literature . . . . .	3

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\* It is imperative that a student check with an advisor to determine what other math course(s) may be required by a specific upper-division institution.

\*\* POS 2041 or AMH 2010 may be substituted.

\*\*\*Electives should be selected only after you have examined the catalog of the upper-division college you plan to attend. Electives must be approved by your academic advisor.

### BUSINESS EDUCATION TEACHER (A.A. 03-056)

This program is designed for those students going on to a college of education to earn the baccalaureate degree in Business Education. Prospective majors should speak with a counselor before selecting this program.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
OST 1100	Beginning Typewriting . . . . .	3
OST 1211	Beginning Shorthand . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
OST 1110	Intermediate Typing . . . . .	3
OST 1272	Dictation and Transcription . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
ACG 2022	Financial Accounting . . . . .	4
OST 2335	Business Communications . . . . .	4
HSC 2200	Health Concepts and Strategies . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
ACG 2071	Managerial Accounting . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
	Physical Education . . . . .	2
	Natural Sciences Elective . . . . .	6
	Literature . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

**CHEMISTRY (A.A. 04-076)**

Course	Title	Semester	Hours	Credit
ARH 1000	Art Appreciation . . . . .		3	
	or			
MUL 1010	Music Appreciation (3) . . . . .		3	
CHM 1041	General Chemistry II . . . . .		3	
CHM 1041L	General Chemistry II Laboratory . . . . .		1	
ENC 1101	Freshman Communications I . . . . .		3	
MAC 1140	Precalculus . . . . .		3	
SYG 1440	Introduction to the Social Sciences . . . . .		3	
	or			
SYG 2000	Introduction to Sociology (3) . . . . .		3	
CHM 2046	General Chemistry III . . . . .		3	
CHM 2046L	General Chemistry III Laboratory . . . . .		1	
ENC 1102	Freshman Communications II . . . . .		3	
HSC 2200	Health Concepts and Strategies . . . . .		3	
MAC 1114	Trigonometry . . . . .		3	
POS 1001*	Introduction to Political Science . . . . .		3	
	Physical Education . . . . .		2	
CHM 2210	Organic Chemistry I . . . . .		3	
CHM 2210L	Organic Chemistry I Laboratory . . . . .		1	
MAC 2311	Calculus with Analytic Geometry I . . . . .		4	
PHY 2048	General Physics w/Calculus I . . . . .		4	
PHY 2048L	General Physics w/Calculus I Laboratory . . . . .		1	
SPC 1600	Fundamentals of Speech . . . . .		3	
	Literature . . . . .		3	
CHM 2211	Organic Chemistry II . . . . .		3	
CHM 2211L	Organic Chemistry II Laboratory . . . . .		1	
MAC 2312	Calculus with Analytic Geometry II . . . . .		4	
PHY 2049	General Physics w/Calculus II . . . . .		4	
PHY 2049L	General Physics w/Calculus II Laboratory . . . . .		1	
	Elective . . . . .		3	

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\*POS 2041 or AMH 2010 may be substituted.

**CHEMISTRY PRE-PROFESSIONAL (A.A. 04-078)**

*Medical Related: Pre-dental, Pre-medical, Pre-pharmacy, Pre-podiatry, Pre-veterinary*

This curriculum will meet the minimum requirements for admission to most medical and dental schools. While the student may be admitted to dental schools after two years of pre-professional work, medical schools require at least three, usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission. This should be done early in the second semester of the first year in the curriculum.

Course	Title	Semester	Hours	Credit
ARH 1000	Art Appreciation . . . . .		3	
	or			
MUL 1010	Music Appreciation (3) . . . . .		3	
BSC 1010	Principles of Biology . . . . .		3	
BSC 1010L	Principles of Biology Laboratory . . . . .		1	
CHM 1041	General Chemistry II . . . . .		3	
CHM 1041L	General Chemistry II Laboratory . . . . .		1	
ENC 1101	Freshman Communications I . . . . .		3	
HSC 2200	Health Concepts and Strategies . . . . .		3	
MAC 1102	Algebra for College Students . . . . .		3	

ZOO 1013	General Zoology . . . . .	3
ZOO 1013L	General Zoology Laboratory . . . . .	1
CHM 2046	General Chemistry III . . . . .	3
CHM 2046L	General Chemistry III Laboratory . . . . .	1
ENC 1102	Freshman Communications II . . . . .	3
MAC 1114	Trigonometry . . . . .	3
	Physical Education . . . . .	2
CHM 2210	Organic Chemistry I . . . . .	3
CHM 2210L	Organic Chemistry I Laboratory . . . . .	1
PHY 2048**	General Physics w/Calculus I . . . . .	4
	or	
PHY 2053	General Physics I (4) . . . . .	1
PHY 2048L	General Physics I Laboratory . . . . .	1
BOT 1010	General Botany . . . . .	3
BOT 1010L	General Botany Laboratory . . . . .	1
	or	
ZOO 2713	Comparative Vertebrate Anatomy (3) . . . . .	3
ZOO 2713L	Comparative Vertebrate Anatomy Laboratory (1) . . . . .	1
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3) . . . . .	3
CHM 2211	Organic Chemistry II . . . . .	3
CHM 2211L	Organic Chemistry II Laboratory . . . . .	1
PHY 2049	General Physics w/Calculus II . . . . .	4
PHY 2049L	General Physics w/Calculus II Lab . . . . .	1
	or	
PHY 2054	General Physics II (4) . . . . .	1
PHY 2049L	General Physics II Laboratory (1) . . . . .	1
POS 1001*	Introduction to Political Science . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3

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\*POS 2041 or AMH 2010 may be substituted.

\*\*If Physics with Calculus is taken, then Calculus with Analytic Geometry I must be taken concurrently.

**COMPUTER SCIENCE SYSTEMS (A.A. 03-125)**

The Computer Science Systems curriculum stresses a sound foundation in the physical sciences, mathematics and programming. This program prepares students for systems programming and systems engineering level positions. This program is designed for those students going on to a college of computer science or engineering to earn the baccalaureate degree in computer science or computer engineering.

Course	Title	Semester	Hours	Credit
ENC 1101	Freshman Communications I . . . . .		3	
MAC 1140	Precalculus . . . . .		3	
SYG 1440	Introduction to the Social Sciences . . . . .		3	
	or			
SYG 2000	Introduction to Sociology (3) . . . . .		3	
CGS 1361	Introduction to Computers . . . . .		3	
HSC 2200	Health Concepts and Strategies . . . . .		3	
ENC 1102	Freshman Communications II . . . . .		3	
MAC 1114	Trigonometry . . . . .		3	
POS 1001*	Introduction to Political Science . . . . .		3	
COP 2200	Programming FORTRAN . . . . .		3	
STA 2014	Statistics . . . . .		3	
MAC 2311	Calculus with Analytic Geometry I . . . . .		4	
COP 2120	Programming COBOL . . . . .		3	

PHY 2053	General Physics I . . . . .	4
PHY 2048L	General Physics I Laboratory . . . . .	1
SPC 1600	Fundamentals of Speech . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
MAC 2312	Calculus with Analytic Geometry II . . . . .	4
COP 1400	Assembly Language Programming . . . . .	3
PHY 2054	General Physics II . . . . .	4
PHY 2049L	General Physics II Laboratory . . . . .	1
PSY 2012	General Psychology . . . . .	3
	Physical Education . . . . .	2
	Literature . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

### COMPUTER SCIENCE BUSINESS (A.A. 03-127)

The Computer Science Business curriculum stresses a sound foundation in business, the social sciences, and programming. This program is designed for those students going on to a college of business or computer science to earn the baccalaureate degree in business or computer science.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
MAC 1102 *	Algebra for College Students . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
CGS 1361	Introduction to Computers . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
STA 2014	Statistics . . . . .	3
POS 1001**	Introduction to Political Science . . . . .	3
COP 2120	Programming COBOL . . . . .	3
PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals Of Speech . . . . .	3
ECO 2013	Principles Of Economics (MACRO) . . . . .	3
COP 2200	Programming FORTRAN . . . . .	3
ACG 2022	Financial Accounting . . . . .	4
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
ECO 2023	Principles Of Economics (MICRO) . . . . .	3
COP 1400	Assembly Language Programming . . . . .	3
ACG 2071	Managerial Accounting . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
	Physical Education . . . . .	2
	Literature . . . . .	3
	Natural Science . . . . .	6

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\* It is imperative that a student check with an advisor to determine what other mathematics course(s) may be required by a specific upper-division institution.

\*\* POS 2041 or AMH 2010 may be substituted.

### CRIMINAL JUSTICE

The Criminal Justice program is open to both men and women students and provides a modern approach to the field of criminal justice, with specialized study in law enforcement and/or corrections, including relations with the police, courts, and correctional agencies in the total administration of criminal justice. This program is de-

signed to provide personnel with the knowledge and understanding necessary to operate effectively in the complex field of social control.

This program leads to graduation with an associate in arts degree in Criminal Justice, which will enable a student to transfer to a senior university in the Florida University System to obtain a baccalaureate degree.

### CRIMINAL JUSTICE (A.A. 19-423)

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Physical Education . . . . .	2
CCJ 1401	Police Administration II . . . . .	3
	or	
CCJ 2310	Org. & Admin. of Correct. Fac.(3)	
ENC 1102	Freshman Communications II . . . . .	3
CLP 2002	Personality Dev. & Adjustment . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
CCJ 2231	Laws of Arrest, Search & Seizure . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
PSY 2012	General Psychology . . . . .	3
POS 1001	Introduction to Political Science . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
PSC 1101	Earth Science . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
PHY 1001	Applied Physics . . . . .	3
STA 2014	Statistics . . . . .	3
CCJ 1020 *	Administration of Criminal Justice . . . . .	3
CCJ 1400 *	Police Administration I . . . . .	3
CCJ 2210 *	Criminal Law . . . . .	3
CCJ 2330 *	Principles of Probation and Parole . . . . .	3
CCJ 2500 *	Juvenile Delinquency . . . . .	3

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### Electives:

Any general education course may be used in general education electives, as indicated under "General Education Requirements for A.A. Degree."

\* Core Courses

### DANCE (A.A. 01-275)

This program prepares the student for transfer to the upper division universities for advanced study in dance. Eighteen credits in dance through the School of Ballet Florida at the Howard/Hale Dance Center are required. Students must contact the School of Ballet Florida for placement auditions.

Course	Title	Semester Hours Credit
DAA 1050	Fundamentals of Rhythmics . . . . .	2
DAA 1200	Basic Ballet I . . . . .	2
DAA 1501	Basic Jazz . . . . .	2
DAA 2160	Fundamentals of Dance (PE) . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
MUL 1010	Music Appreciation . . . . .	3
DAA 1201	Basic Ballet II . . . . .	2
DAA 1502	Intermediate Jazz I . . . . .	2
ENC 1102	Freshman Communications II . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
MUT 1001	Fundamentals of Music . . . . .	3
	Science . . . . .	6

DAA 1202	Intermediate Ballet I . . . . .	3
DAA 1220	Intermediate Pointe (for women) . . . . .	1
	or	
DAA 2230	Men's Advanced Technique I (1)	
DAA 1500	Modern Jazz Dance (PE) . . . . .	1
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Literature . . . . .	3
DAA 1203	Intermediate Ballet II . . . . .	3
DAA 1221	Intermediate Pointe (for women) . . . . .	1
	or	
DAA 2231	Men's Advanced Technique II (1)	
HSC 2200	Health Concepts and Strategies . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
THE 1000	Introduction to the Theater . . . . .	3

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\*POS 2041 or AMH 2010 may be substituted.

### DRAMA (A.A. 24-103)

This program is designed to fulfill the needs of the student who wishes to major in Theater Arts. Participation in performance is required.

Course	Title	Semester Hours Credit
DAA 2160	Contemporary Dance I . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
THE 1000	Introduction to the Theater . . . . .	3
TPA 1210	Fundamentals of Stagecraft . . . . .	3
TPP 2100	Acting I . . . . .	3
DAA 2161	Contemporary Dance II . . . . .	1
ENC 1102	Freshman Communications II . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
THE 1020	Techniques of Dramatic Art . . . . .	3
TPA 1211	Advanced Stagecraft . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
POS 1001*	Introduction to Political Science . . . . .	3
ORI 2000	Oral Interpretation . . . . .	3
	Literature . . . . .	3
	Science . . . . .	6
HSC 2200	Health Concepts and Strategies . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
TPP 2510	Movement for the Theater . . . . .	3
THE 2721	Children's Theater . . . . .	3
	Literature . . . . .	3
	Voice Class . . . . .	1

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### Suggested Electives

SPC 1601, TPP 2110, THE 2930, RTV 2000, TPP 1600

\*POS 2041 or AMH 2010 may be substituted.

### EARLY CHILDHOOD EDUCATION (A.A. 14-344)

Because of a growing demand on college campuses throughout the

country for programs to prepare teachers in early childhood education, a cooperative program for training directors and teachers of public, private, and church-related nursery schools, kindergartens, Montessori preschools, and traditional day-care centers has been developed by Palm Beach Community College. The program is also planned to provide further instruction for in-service teachers working toward a degree in Early Childhood Education.

Course	Title	Semester Hours Credit
CGS 1361	Introduction to Computers . . . . .	3
DAA 1050	Fundamentals of Rhythmics . . . . .	2
EDF 1005	Foundations of Education . . . . .	3
EEC 1001	Introduction to Early Childhood Education . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	1
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
DEP 2102	Child Growth & Development . . . . .	3
FSS 1112	Foods for Children . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
SYG 2430	Marriage and Family . . . . .	3
	Literature . . . . .	3
	** Science . . . . .	6

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### Choose 6 hours from the following

CHD 1320	Methods and Materials I . . . . .	3
CHD 1338	Methods and Materials II . . . . .	3
EEC 2530***	Montessori Curriculum I . . . . .	3
EEC 2532***	Montessori Curriculum II . . . . .	3

\*POS 2041 or AMH 2010 may be substituted.

\*\*Science requirement dependent on university; recommended: BSC 1010, PSC 1101.

\*\*\*EEC 1006 is a co- or prerequisite.

NOTE: Students desiring to teach in preschool programs will need to complete the 20-hour Child Care Workers Certification course.

### EDUCATION-ELEMENTARY AND SECONDARY (A.A. 14-329)

Academic advisement is required within the division in order to satisfy the particular needs of individual students.

Course	Title	Semester Hours Credit
	Communications . . . . .	9
	Health . . . . .	3
	Humanities . . . . .	6
	Mathematics . . . . .	6
	Science . . . . .	6
	Social Science . . . . .	6
	Physical Education . . . . .	2
DEP 2102*	Child Growth & Development . . . . .	3
EDF 1005	Foundations of Education . . . . .	3

EDP 2002*	Educational Psychology . . . . .	3
PSY 2012	General Psychology . . . . .	3
	Electives . . . . .	12
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\*Course has prerequisite PSY 2012

NOTE: Twelve hours of electives will vary, depending on the student's intended major and/or upper-division school of choice. Please consult with the academic adviser.

## ENGINEERING (A.A. 08-176)

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics, along with humanities and the social studies. This provides the engineer not only with necessary prerequisites for further technical studies, but also with a knowledge of the world and its problems, a knowledge necessary to aid the engineer in an engineering career.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
MAC 1114	Trigonometry . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
SPC 1600	Fundamentals of Speech . . . . .	3
	Science . . . . .	3
	Physical Education . . . . .	2
CHM 1041	General Chemistry II . . . . .	3
CHM 1041L	General Chemistry II Laboratory . . . . .	1
CHM 2046	General Chemistry III . . . . .	3
CHM 2046L	General Chemistry III Laboratory . . . . .	1
EGS 1111	Engineering Graphics . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
MAC 2311	Calculus w/Analytic Geometry I . . . . .	4
POS 1001*	Introduction to Political Science . . . . .	3
MAC 2312	Calculus w/Analytic Geometry II . . . . .	4
PHY 2048	General Physics w/Calculus I . . . . .	4
PHY 2048L	Gen. Physics w/Calculus I Laboratory . . . . .	1
	Electives . . . . .	3
	Literature . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 2313	Calculus w/Analytic Geometry III . . . . .	4
PHY 2049	General Physics w/Calculus II . . . . .	4
PHY 2049L	General Physics w/Calculus II Laboratory . . . . .	1
	** Electives . . . . .	3
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\*POS 2041 or AMH 2010 may be substituted.

\*\*COP 2200 is recommended as an elective.

NOTE: Students should check with their advisors for specific courses that may be required by some upper-division schools.

The University of Florida requires that a course in general biology be completed during the first two years of the college program.

## FASHION DESIGN/MERCHANDISING (A.A. 01-507)

This curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional positions in fashion design, publicity and theater costume designing.

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
POS 1001	Introduction to Political Science . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	Literature . . . . .	3
	Physical Education . . . . .	2
	Science . . . . .	6
CTE 1310	Elements of Clothing Construction . . . . .	3
CTE 1401	Textiles . . . . .	3
CTE 2200	Visual Design in Fashion . . . . .	3
CTE 2511	History of Costume and Fashion I . . . . .	3
CTE 2512	History of Costume and Fashion II . . . . .	3

### Specialty Requirement - Fashion Design Program

ARH 1201C	Design Fundamentals . . . . .	3
CTE 1743	Pattern Making I . . . . .	3
CTE 1744	Advanced Pattern Making II . . . . .	3
CTE 2323	Commercial Garment Production . . . . .	3
CTE 2340	Advanced Clothing Construction . . . . .	3
CTE 2751	Draping I . . . . .	3
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### Specialty Requirement - Fashion Merchandising

ACG 2022	Financial Accounting . . . . .	4
ECO 2013	Principles of Economics I (MACRO) . . . . .	3
ECO 2023	Principles of Economics II (MICRO) . . . . .	3
	* Electives . . . . .	9
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Electives, choose 9 hours with consultation of advisor, possible choices listed below

CTE 1743, CTE 1955, CTE 2323, CTE 2340, CTE 2751, CTE 2930, GEB 1011.

### Additional Program Electives - offered upon demand

CTE 1731	Trade Sketching . . . . .	3
CTE 1950	European Fashion Visit . . . . .	2
CTE 1955	New York Fashion Visit . . . . .	1
CTE 2748	Applied Fashion Design . . . . .	3
CTE 2930	Special Topics . . . . .	1,2, or 3

## FINE ARTS (A.A. 01-006)

The Fine Arts program is designed to prepare students for advanced work as painters, sculptors or printmakers at a university or art institute.

Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of all art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Course	Title	Semester Hours Credit
ART 1201C	Design Fundamentals . . . . .	3
ART 1300C	Drawing Fundamentals . . . . .	3

ENC 1101	Freshman Communications I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2
ARH 2051	History of Art (Modern) . . . . .	3
ART 1301C	Intermediate Drawing . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
	Studio Art . . . . .	3
ARH 2050	History of Art (Early) . . . . .	3
ART 2302C	Life Drawing . . . . .	3
HSC 2200	Life Science and Health . . . . .	3
	Literature Elective . . . . .	3
	Studio Art Elective . . . . .	3
	Science . . . . .	6
MGF 1104	Mathematics for College Students . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Studio Art . . . . .	6

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\* POS 2041 or AMH 2010 may be substituted.

**GEOGRAPHY (A.A. 14-336)**

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts & Strategies . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3
	Mathematics . . . . .	6
	Science . . . . .	6
	Social Science . . . . .	6
	Physical Education . . . . .	2
GEO 1010	Principles of Geography & Conservation . . . . .	3

**Suggested Electives, choose 21 hours according to University**

ASN 2000	Russian/Soviet Studies . . . . .	3
ECO 2013	Principles of Economics I (MACRO) . . . . .	3
ECO 2023	Principles of Economics II (MICRO) . . . . .	3
PSY 2012	General Psychology . . . . .	3
STA 2014	Statistics . . . . .	3
SYG 1230	American Minorities Today . . . . .	3
WOH 1012	Ancient & Medieval History . . . . .	3
WOH 1022	Modern World History . . . . .	3

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**GOVERNMENT-FOREIGN SERVICE (A.A. 14-335)**

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation(3)	
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts & Strategies . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3

Mathematics . . . . .	6
Science . . . . .	6
Social Science . . . . .	6
Physical Education . . . . .	2

**Choose 24 hours from the following**

AMH 2010	United States History to 1865 . . . . .	3
AMH 2020	United States History after 1865 . . . . .	3
ANT 2000	Introduction to Anthropology . . . . .	3
ART 1201C	Design Fundamentals . . . . .	3
ASN 2000	Russian/Soviet Studies . . . . .	3
ECO 2013	Principles of Economics I (MACRO) . . . . .	3
GEO 1010	Principles of Geography & Conservation . . . . .	3
LIT 2110	World Literature to 1600 . . . . .	3
LIT 2120	World Literature After 1600 . . . . .	3
POS 2041	American National Government . . . . .	3
POS 2112	American State & Local Government . . . . .	3
SYG 1230	American Minorities Today . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
WOH 1012	Ancient & Medieval History . . . . .	3
WOH 1022	Modern World History . . . . .	3

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**HISTORY (A.A. 14-327)**

This curriculum is designed to provide a fairly comprehensive background in history. It will prepare a student for a history major at a university or four-year college in a Bachelor of Arts program. The same curriculum will serve as a guide for a student planning to teach history in a secondary school.

**Additional Requirements For Secondary Education Majors Listed Below.+**

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts & Strategies . . . . .	3
POS 1001**	Introduction to Political Science . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 1440*	Introduction to the Social Sciences . . . . .	3
	Art or Music Appreciation . . . . .	3
	Literature . . . . .	3
	Mathematics	
	(Contact university of your	
	choice for specific requirements) . . . . .	6
	Science	
	(Biology strongly recommended.) . . . . .	6
	Physical Education . . . . .	2
AMH 2010	U.S. History to 1865 . . . . .	3
AMH 2020	U.S. History from 1865 . . . . .	3
WOH 1012	Ancient & Medieval History . . . . .	3
WOH 1022	Modern World History . . . . .	3

**Electives, choose 12 hours from the following**

ASN 2000	Russian/Soviet Studies . . . . .	3
CPO 2040	Comparative Governments . . . . .	3
ECO 2013	Principles of Economics I (MACRO) . . . . .	3
GEO 1010	Principles of Geography & Conservation . . . . .	3
POS 2041	American National Government . . . . .	3
REL 2300	Major Religions of the World . . . . .	3
STA 2014	Statistics . . . . .	3
SYG 1230	American Minorities Today . . . . .	3

SYG 2000	Introduction to Sociology . . . . .	3
	Foreign Languages . . . . .	8
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**+Teacher Education Requirement**

DEP 2102***	Child Growth & Development . . . . .	3
EDF 1005	Foundations of Education . . . . .	3
EDP 2002***	Educational Psychology . . . . .	3
PSY 212	General Psychology . . . . .	3

\*SYG 2000 may be substituted.

\*\*AMH 2010 or POS 2041 may be substituted.

\*\*\*Course has prerequisite PSY 2012.

**HOME ECONOMICS (A.A. 03-501)**

This suggested curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional positions in child development, dietetics, home and family life, teaching, foods and nutrition, clothing textiles and in other related areas.

Course	Title	Semester Hours Credit
CTE 1310	Elements of Clothing Construction . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
FSS 1210	Meal Management . . . . .	3
HUN 1201	Elements of Nutrition . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
	Physical Education . . . . .	2
POS 1001*	Introduction to Political Science . . . . .	3
	Science . . . . .	6
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
ARH 1000	Art Appreciation . . . . .	3
CHD 1220	Child Develop., Infancy/Preschool . . . . .	3
CTE 2200	Clothing Selection . . . . .	3
CTE 2340	Advanced Clothing Construction . . . . .	3
CTE 1401	Textiles . . . . .	3
ECO 2013	Principles of Economics I (MACRO) . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
	Literature . . . . .	3
PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
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\*POS 2041 or AMH 2010 may be substituted.

**INTERIOR DESIGN (A.A. 01-005)**

The Interior Design program is designed to prepare the student for advanced work in Interior Design at a university.

Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of all art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Course	Title	Semester Hours Credit
ART 1201C	Design Fundamentals . . . . .	3

ART 1300C	Drawing Fundamentals . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2
TAR 1120C	Architectural Drawing . . . . .	3
ART 1203C	Three Dimensional Design . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
ARH 2050	History of Art (Early) . . . . .	3
ART 1110C	Introduction to Ceramics . . . . .	3
ART 1305C	Freehand Perspective . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Science . . . . .	6
ARH 2051	History of Art (Modern) . . . . .	3
ART 1202C	Color Design . . . . .	3
IND 2012C	Introduction to Interior Design . . . . .	3
PGY 1101C	Introduction to Photography . . . . .	3
	Literature . . . . .	3
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\* POS 2041 or AMH 2010 may be substituted.

**JOURNALISM (A.A. 05-104)**

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
ENC 1101	Freshman Communications I . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Science . . . . .	6
	Physical Education . . . . .	2
ENC 1102**	Freshman Communications II . . . . .	3
JOU 1100	Basic Writing for Mass Communication . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MMC 1000	Survey of Communications . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3
	Elective . . . . .	3
JOU 2103	Reporting and Writing Techniques . . . . .	3
PSY 2012	General Psychology . . . . .	3
SPC 1601	Public Speaking . . . . .	3
	Literature . . . . .	3
	Elective . . . . .	5
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\*POS 2041 or AMH 2010 may be substituted.

\*\*ENC 1141 may be substituted.

**LIBERAL ARTS (A.A. 05-105)**

*Creative Writing, English, English Teacher, Foreign Languages, Foreign Language Teacher*

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Science . . . . .	6
	Physical Education . . . . .	2
	**Foreign Languages	
	(Spanish/French/Italian) . . . . .	14
ENC 1102	Freshman Communications II . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
AML 2010	American Literature to 1865 . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation(3)	
SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	6
AML 2022	American Literature after 1865 . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
	Elective . . . . .	3
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**Suggested Electives**

PHI 1100, ORI 2000

\*POS 2041 or AMH 2010 may be substituted.

\*\*All 14 credits must be in one language.

**MARKETING/DISTRIBUTIVE EDUCATION TEACHER  
(A.A. 03-500)**

This degree is offered for the student who is interested in pursuing a career as a teacher, fashion coordinator, buyer, department manager or in a related field. This program is designed for the student transferring to a college of education. Prospective majors should speak with a counselor before selecting this program.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
GEB 1011	Introduction to Business . . . . .	3
	*Natural Sciences . . . . .	6
ENC 1102	Freshman Communications II . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
POS 1001***	Introduction to Political Science . . . . .	3
MKA 1041	Principles of Retailing I . . . . .	3
MKA 2042	Principles of Retailing II . . . . .	3
	**Physical Education . . . . .	2
SPC 1600	Fundamentals of Speech . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
MKA 1511	Advertising . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAR 2011	Principals of Marketing . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
BUL 2241	Business Law I . . . . .	3
	*Literature . . . . .	3

MKA 2021	Salesmanship . . . . .	3
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\*See catalog section "Associate in Arts."

\*\*See catalog section "Graduation Requirements."

\*\*\*POS 2041 or AMH 2010 may be substituted.

**MATHEMATICS (A.A. 11-251)**

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
ENC 1101	Freshman Communications I . . . . .	3
FRE 1120	Elementary French I . . . . .	4
MAC 2311	Calculus with Analytic Geometry I . . . . .	4
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2
ENC 1102	Freshman Communications II . . . . .	3
FRE 1121	Elementary French II . . . . .	4
MAC 2312	Calculus with Analytic Geometry II . . . . .	4
COP 2200	Fortran Programming . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
	Literature . . . . .	3
FRE 2200	Intermediate French I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 2313	Calculus with Analytic Geometry III . . . . .	4
PHY 2048	General Physics with Calculus I . . . . .	4
PHY 2048L	General Physics with Calculus I	
	Laboratory . . . . .	1
FRE 2201	Intermediate French II . . . . .	3
MAP 2302	Differential Equations . . . . .	3
PHY 2049	General Physics with Calculus II . . . . .	4
PHY 2049L	General Physics w/Calculus II	
	Laboratory . . . . .	1
SPC 1600	Fundamentals of Speech . . . . .	3
STA 2014	Statistics . . . . .	3

\*POS 2041, AMH 2010 may be substituted.

**MUSIC, MUSIC EDUCATION (A.A. 12-276)**

Four semesters of class piano or the equivalent are suggested for all A.A. degree music candidates. Students who are piano majors will select courses in applied music class instruction other than MVK 1111A, B and MVK 2121 A, B.

Music Composition and Music Education majors should add instrumental techniques courses: MUE 2440, 2450, 2460, and 2470.

Course	Title	Semester Hours Credit
	Applied Music . . . . .	4
	Ensembles . . . . .	2
MUS 0010	Recital Seminar . . . . .	0
MUT 1111	Music Theory I . . . . .	3
MUT 1241	Ear Training & Sight Singing I . . . . .	1
MVK 1111A	Class Instruction - Piano I (1)	
MVK 1111B	Class Instruction - Piano II (1)	
MVK 2121A	Class Instruction - Piano III (1)	
MVK 2121B	Class Instruction - Piano IV (1)	
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3

SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
MUT 1112	Music Theory II . . . . .	3
MUT 1242	Ear Training and Sight Singing II . . . . .	1
ENC 1102	Freshman Communications II . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
	Science . . . . .	6
	Physical Education . . . . .	2
	Applied Music . . . . .	4
	Ensembles . . . . .	2
MUS 0010	Recital Seminar . . . . .	0
MUT 2116	Music Theory III . . . . .	3
MUT 2246	Ear Training & Sight Singing III . . . . .	1
MUT 2231	Keyboard Harmony I . . . . .	1
MUH 2111	Introduction to Music History I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
MUT 2117	Music Theory IV . . . . .	3
MUT 2247	Ear Training & Sight Singing IV . . . . .	1
MUT 2232	Keyboard Harmony II . . . . .	1
MUH 2121	Introduction to Music History II . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
	Literature . . . . .	3

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\*POS 2041 or AMH 2010 may be substituted.

**ORAL COMMUNICATIONS (A.A. 05-106)**

Students need oral communication skills to live productively in a society which is placing enormous emphasis on oral communication skills, as evidenced by our communication information explosion. In this program, the area of concentration leads to a university bachelor's degree.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 1440*	Introduction to the Social Sciences . . . . .	3
	Science . . . . .	6
	Physical Education . . . . .	2
ENC 1102	Freshman Communications II . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
POS 1001**	Introduction to Political Science . . . . .	3
SPC 1300	Introduction to Interpersonal Communication	3
SPC 1601	Public Speaking . . . . .	3
AML 2010	American Literature to 1865 . . . . .	3
	or	
AML 2022	American Literature after 1865 (3)	
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation(3)	
HSC 2200	Health Concepts and Strategies . . . . .	3
SPC 1050	Voice and Diction . . . . .	3
	Elective . . . . .	6
ORI 2000	Oral Interpretation . . . . .	3
PUR 2100	Writing for Public Relations . . . . .	3
TPP 2100	Acting I . . . . .	3

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**Suggested electives**

JOU 1100, MMC 1000, PHI 1100, PSY 2012, RTV 2000.

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**PHOTOGRAPHY (A.A. 01-004)**

This Photography program is designed to prepare a student for advanced work in photography at a university.

Consultation with an advisor is essential to ensure proper sequence of courses. Students in all photography courses will be required to furnish film, film developer, photographic paper and a camera which permits the manual control of the lens aperture and shutter speed. (No Automatic Cameras Without Manual Override).

Course	Title	Semester Hours Credit
ART 1201C	Design Fundamentals . . . . .	3
ART 1300C	Drawing Fundamentals . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
PGY 1101C	Introduction to Photography . . . . .	3
SYG 1440*	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology(3)	
ENC 1102	Freshman Communications II . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
PGY 2440C	Experimental Photography . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
	+ Studio Art . . . . .	2-3
	Physical Education . . . . .	2
ARH 2050	History of Art (Early) . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
PGY 1110C	Color Printing I . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	+ Photography . . . . .	2-3
	Science . . . . .	6
ARH 2051	History of Art (Modern) . . . . .	3
	Literature . . . . .	3
	+ Studio Art . . . . .	2-3
	+ Photography . . . . .	2-3

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**+ Electives**

GRA 2505C	Screen Printing . . . . .	3
PGY 1105C	Zone System . . . . .	2
PGY 1111C	Color Printing II . . . . .	3
PGY 1265C	Photo Materials and Processes I . . . . .	2
PGY 1266C	Photo Materials and Processes II . . . . .	2
PGY 2109C	Fine Print . . . . .	2
PGY 2116C	Dye-Transfer Photography . . . . .	3
PGY 2221C	Techniques of Commercial Photography . . . . .	3
RTV 2000	Fundamentals of Television Production . . . . .	3

\* POS 2041 or AMH 2010 may be substituted.

**PHYSICAL EDUCATION (A.A. 10-227)**

This program is designed to prepare the student for matriculation in one of the nine state universities in Florida. Since the requirements of the universities vary, students should counsel with a professional physical education staff member before selecting their courses. This program is also designed to allow students to prepare for nonteaching professions such as coaching, recreation, exercise physiology, exercise fitness and sport.

Course	Title	Semester	Hours	Credit
APB 1811	Anatomy and Physiology I . . . . .	3		
APB 1811L	Anatomy and Physiology I Laboratory . . . . .	1		
ENC 1101	Freshman Communications I . . . . .	3		
MAC 1102	Algebra for College Students . . . . .	3		
PEP 1201	Fund. of Stunts, Tumbling, Gymnastics . . . . .	3		
PET 2000	Introduction to Physical Education . . . . .	3		
PEO 1510	Fundamentals of Soccer . . . . .	2		
PEO 1031	Individual Sports . . . . .	3		
APB 1812	Anatomy and Physiology II . . . . .	3		
APB 1812L	Anatomy and Physiology II Laboratory . . . . .	1		
ENC 1102	Freshman Communications II . . . . .	3		
MGF 1104	Mathematics for College Students . . . . .	3		
PEO 2351	Fundamentals of Racquet Sports . . . . .	3		
HSC 2200	Health Concepts and Strategies . . . . .	3		
MUL 1010	Music Appreciation . . . . .	3		
PEO 1323	Volleyball: Fundamentals & Officiating . . . . .	3		
SYG 1440	Introduction to the Social Sciences . . . . .	3		
or				
SYG 2000	Introduction to Sociology (3)			
SPC 1600	Fundamentals of Speech . . . . .	3		
DAA 1050	Fundamentals of Rhythmics . . . . .	2		
ENL 2010	English Literature to 1660 . . . . .	3		
PEO 2623	Fundamentals of Basketball . . . . .	2		
PEP 2101	Essentials of Fitness . . . . .	3		
POS 1001*	Introduction to Political Science . . . . .	3		
PSY 2012	General Psychology . . . . .	3		

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\*POS 2041 or AMH 2010 may be substituted.

NOTE: Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for other majors.

#### PHYSICAL SCIENCE (A.A. 18-405) PHYSICS (A.A. 18-401)

##### Astronomy, Geology, Meteorology

This physics program is designed for the above-average student. Other students desiring to have a major in physics must plan to take five terms of study.

Course	Title	Semester	Hours	Credit
ARH 1000	Art Appreciation . . . . .	3		
or				
MUL 1010	Music Appreciation (3)			
CHM 1041	General Chemistry II . . . . .	3		
CHM 1041L	General Chemistry II Laboratory . . . . .	1		
ENC 1101	Freshman Communications I . . . . .	3		
MAC 2311	Calculus w/Analytic Geometry I . . . . .	4		
	Physical Education . . . . .	2		
	Foreign Language . . . . .	8		
CHM 2046	General Chemistry III . . . . .	3		
CHM 2046L	General Chemistry III Laboratory . . . . .	1		
ENC 1102	Freshman Communications II . . . . .	3		
HSC 2200	Health Concepts and Strategies . . . . .	3		
MAC 2312	Calculus w/Analytic Geometry II . . . . .	4		
MAC 2313	Calculus w/Analytic Geometry III . . . . .	4		
COP 2200	FORTTRAN Programming . . . . .	3		
PHY 2048	General Physics w/Calculus I . . . . .	4		
PHY 2048L	General Physics w/Calculus I Laboratory . . . . .	1		
SYG 1440	Introduction to the Social Sciences . . . . .	3		

or

SYG 2000	Introduction to Sociology (3)			
SPC 1600	Fundamentals of Speech . . . . .	3		
MAP 2302	Differential Equations . . . . .	3		
PHY 2049	General Physics w/Calculus II . . . . .	4		
PHY 2049L	General Physics w/Calculus II Laboratory . . . . .	1		
POS 1001*	Introduction to Political Science . . . . .	3		
	Literature . . . . .	3		
	**Electives . . . . .	3		

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\*POS 2041 or AMH 2010 may be substituted.

\*\*Suggested electives: STA 2014, EGS 1111, ETD 1110, CGS 1361.

NOTE: Students planning to go to the University of Florida should take seven hours of biology.

#### POLITICAL SCIENCE (A.A. 14-339)

The Political Science major affords students the opportunity to expand their knowledge in the areas of political processes, political behavior, international awareness, aspects of power, critical thinking, citizenship, freedom and many other specific and interdisciplinary areas which will enhance their capability to engage in advanced study, social and political responsibility, and successful employment opportunities.

Course	Title	Semester	Hours	Credit
ARH 1000	Art Appreciation . . . . .	3		
or				
MUL 1010	Music Appreciation (3)			
ENC 1101	Freshman Communications I . . . . .	3		
ENC 1102	Freshman Communications II . . . . .	3		
HSC 2200	Health Concepts and Strategies . . . . .	3		
POS 1001	Introduction to Political Science . . . . .	3		
or				
POS 2041	American National Government (3)			
or				
AMH 2010	U.S. History to 1865 (3)			
SPC 1600	Fundamentals of Speech . . . . .	3		
SYG 1440	Introduction to the Social Sciences . . . . .	3		
or				
SYG 2000	Introduction to Sociology (3)			
	Literature . . . . .	3		
	Mathematics (college level) . . . . .	6		
	Science . . . . .	6		
	Physical Education . . . . .	2		

#### Choose 12 hours from the following

CPO 2040	Comparative Governments . . . . .	3		
INR 2002	International Relations . . . . .	3		
POS 1001	Introduction to Political Science . . . . .	3		
POS 2041	American National Government . . . . .	3		
POS 2112	American State and Local Governments . . . . .	3		

#### Electives, choose 12 hours from the following

AMH 2010	U.S. History to 1865 . . . . .	3		
AMH 2020	U.S. History from 1865 to Present . . . . .	3		
CGS 1361	Introduction to Computers . . . . .	3		
GEO 1010	Geography and Conservation . . . . .	3		
PHI 1000	Introduction to Philosophy . . . . .	3		
SYG 1012	Introduction to Global Studies . . . . .	3		
	Foreign Language . . . . .	8		

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**PRE-LAW (A.A. 14-332)**

Course	Title	Semester	Hours	Credit
ENC 1101	Freshman Communications I . . . . .	3		
ENC 1102	Freshman Communications II . . . . .	3		
MAC 1102	Algebra for College Students . . . . .	3		
POS 1001	Introduction to Political Science . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
SYG 1440	Introduction to the Social Sciences . . . . .	3		
SYG 2000	Introduction to Sociology (3) Science . . . . .	6		
	Physical Education . . . . .	2		
AMH 2010	U.S. History to 1865 . . . . .	3		
AMH 2020	U.S. History from 1865 to Present . . . . .	3		
ARH 1000	Art Appreciation . . . . .	3		
	or Music Appreciation (3)			
MUL 1010	Health Concepts and Strategies . . . . .	3		
HSC 2200	Mathematics for College Students . . . . .	3		
MGF 1104	Art of Thinking . . . . .	3		
PHI 1100	American National Government . . . . .	3		
POS 2041*	Literature . . . . .	3		
	Elective . . . . .	1		
	Foreign Language . . . . .	8		

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\*POS 1001 or AMH 2010 may be substituted.

**PRE-MINISTRY AND PHILOSOPHY (A.A. 14-334)**

Course	Title	Semester	Hours	Credit
BSC 1010	Principles of Biology . . . . .	3		
BSC 1010L	Principles of Biology Laboratory . . . . .	1		
ENC 1101	Freshman Communications I . . . . .	3		
ENC 1102	Freshman Communications II . . . . .	3		
HSC 2200	Health Concepts and Strategies . . . . .	3		
MAC 1102	Algebra for College Students . . . . .	3		
MUL 1010	Music Appreciation . . . . .	3		
PEL 1011	Team Activities . . . . .	1		
PHI 1000	Introduction to Philosophy . . . . .	3		
REL 1210	Old Testament . . . . .	3		
SYG 1440	Introduction to the Social Sciences . . . . .	3		
	or Introduction to Sociology (3)			
SYG 2000	Foreign Language Electives . . . . .	6		
	Physical Education . . . . .	1		
ENL 2010	English Literature to 1660 . . . . .	3		
MGF 1104	Mathematics for College Students . . . . .	3		
POS 2041*	American National Government . . . . .	3		
PSC 1101	Earth Science . . . . .	3		
PSY 2012	General Psychology . . . . .	3		
REL 1240	New Testament . . . . .	3		
REL 2300	Major Religions of the World . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
	Elective . . . . .	3		

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\*POS 1001 or AMH 2010 may be substituted.

**PSYCHOLOGY (A.A. 14-331)**

Course	Title	Semester	Hours	Credit
ENC 1101	Freshman Communications I . . . . .	3		
ENC 1102	Freshman Communications II . . . . .	3		

SPC 1600	Fundamentals of Speech . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
	Literature . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or Music Appreciation (3)	
MUL 1010	* Mathematics . . . . .	6
	*** Science . . . . .	6
	Social Science . . . . .	6
	Physical Education . . . . .	2
PSY 2012	General Psychology . . . . .	3
SOP 2740	Feminist Psychology . . . . .	3
DEP 2102**	Child Growth & Development . . . . .	3
CLP 2002**	Personality Development . . . . .	3
EDP 2002	Educational Psychology . . . . .	3
HUS 1200	Group Dynamics . . . . .	3
SYG 2430	Marriage and Family . . . . .	3
	Foreign Language . . . . .	8

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\* Contact the university of your choice for specific requirements.

\*\* Course has prerequisite PSY 2012.

\*\*\* Biology strongly recommended.

**SOCIAL SCIENCE, GENERAL (A.A. 14-326)**

Course	Title	Semester	Hours	Credit
ARH 1000	Art Appreciation . . . . .	3		
	or Music Appreciation(3)			
MUL 1010	Freshman Communications I . . . . .	3		
ENC 1101	Freshman Communications II . . . . .	3		
ENC 1102	Health Concepts & Strategies . . . . .	3		
HSC 2200	Fundamentals of Speech . . . . .	3		
SPC 1600	Literature . . . . .	3		
	Mathematics . . . . .	6		
	Science . . . . .	6		
	Social Science . . . . .	6		
	Physical Education . . . . .	2		

**Electives, choose 24 hours from the following**

ANT 2000	Introduction to Anthropology . . . . .	3
ASN 2000	Russian/Soviet Studies . . . . .	3
ECO 2013	Principles of Economics I (MACRO) . . . . .	3
GEO 1010	Principles of Geography & Conservation . . . . .	3
PHI 1000	Introduction to Philosophy . . . . .	3
PSY 2012	General Psychology . . . . .	3
SYG 1230	American Minorities Today . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
WOH 1012	Ancient & Medieval History . . . . .	3
WOH 1022	Modern World History . . . . .	3

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**SOCIAL SCIENCE-INTERNATIONAL STUDIES (A.A. 14-333)**

Course	Title	Semester	Hours	Credit
ARH 1000	Art Appreciation . . . . .	3		
	or Music Appreciation (3)			
MUL 1010	Russian/Soviet Studies . . . . .	3		
ASN 2000	Comparative Governments . . . . .	3		
CPO 2002	Principles of Economics I (MACRO) . . . . .	3		
ECO 2013				

ENC 1101	Freshman Communications I	3
ENC 1102	Freshman Communications II	3
GEO 1010	Principles of Geography & Conservation	3
HSC 2200	Health Concepts and Strategies	3
MAC 1102	Algebra for College Students	3
MGF 1104	Mathematics for College Students	3
POS 1001*	Introduction to Political Science	3
SYG 1440	Introduction to the Social Sciences	3
	or	
SYG 2000	Introduction to Sociology (3)	
SPC 1600	Fundamentals of Speech	3
SPN 1120**	Elementary Spanish I	4
SPN 1121**	Elementary Spanish II	4
WOH 1012	Ancient & Medieval History	3
WOH 1022	Modern World History	3
	Literature	3
	Science	6
	Physical Education	2

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\*POS 2041 or AMH 2010 may be substituted.

\*\*French may be substituted.

**SOCIAL SCIENCE TEACHER (A.A. 14-328)**

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation	3
	or	
MUL 1010	Music Appreciation (3)	
ENC 1101	Freshman Communications I	3
ENC 1102	Freshman Communications II	3
HSC 2200	Health Concepts & Strategies	3
SPC 1660	Fundamentals of Speech	3
	Literature	3
	Mathematics	6
	Science	6
	Social Science	6
	Physical Education	2
AMH 2010	American History Before 1865	3
AMH 2020	American History After 1865	3
DEP 2101	Child Growth & Development	3
EDF 1005	Foundations of Education	3
GEO 1010	Principles of Geography & Conservation	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3

**Suggested Electives, choose 3 hours according to University Transfer.**

ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics I (MACRO)	3
STA 2014	Statistics	3
SYG 1230	American Minorities Today	3
SYG 2000	Introduction to Sociology	3
SYG 2010	American Social Problems	3

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**SOCIAL WORK (A.A. 14-330)**

This curriculum is designed to provide a broad background in social work. A core of courses is designed to prepare the student to be equipped to matriculate at a university to pursue a bachelor's degree in social work: core courses are recommended by the Council on Social Work Education.

Course	Title	Semester Hours Credit
APB 1811	Anatomy and Physiology I	3
APB 1811L	Anatomy and Physiology I Laboratory	1
ARH 1000	Art Appreciation	3
	or	
MUL 1010	Music Appreciation (3)	
BSC 1010	Principles of Biology	3
ENC 1101	Freshman Communications I	3
ENC 1102	Freshman Communications II	3
HSC 2200	Health Concepts and Strategies	3
POS 1001*	Introduction to Political Science	3
SPC 1600	Fundamentals of Speech	3
SYG 2000	Introduction to Sociology	3
	Literature	3
	Mathematics (Contact your advisor)	6
	Physical Education	2
ECO 2000	Introduction to Economics	3
PSY 2012	General Psychology	3
SOW 1031	Introduction to Social Work	3
SYG 1230	American Minorities Today	3
SYG 2010	American Social Problems	3
SYG 2430	Marriage and Family	3

**Electives, choose 6 hours from the following**

CCJ 2500	Juvenile Delinquency	3
CLP 2002	Personality Development and Adjustment	3
DEP 2102	Child Growth and Development	3
HUS 1100	Counseling and Interviewing	3
HUS 1200	Principles of Group Dynamics	3
SOP 2740	Feminist Psychology	3
SYG 2361	Death and Dying	3

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\*AMH 2010, POS 2041 or POS 2112 may be substituted.

**SOCIOLOGY MAJOR (A.A. 14-325)**

A Sociology major is an excellent preparation for many different career options in both government and private industry, as well as Sociology, Liberal Arts or other upper-level university majors.

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation	3
	or	
MUL 1010	Music Appreciation (3)	
ENC 1101	Freshman Communications I	3
ENC 1102	Freshman Communications II	3
HSC 2200	Health Concepts and Strategies	3
MAC 1102	Algebra for College Students	3
MGF 1104	Mathematics for College Students	3
PHI 1000	Introduction to Philosophy	3
POS 1001*	Introduction to Political Science	3
PSY 2012	General Psychology	3
SPC 1600	Fundamentals of Speech	3
SYG 2000	Introduction to Sociology	3
	Literature	3
	Physical Education	2
	Science	6
	Social Science from list below	15

**Recommended Social Science Electives**

ANT 2000	Introduction to Anthropology	3
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DEP 2102	Child Growth and Development . . . . .	3
SOP 2740	Feminist Psychology . . . . .	3
SYG 1230	American Minorities Today . . . . .	3
SYG 2010	American Social Problems . . . . .	3
SYG 2430	Marriage and Family . . . . .	3
SYG 2361	Death and Dying . . . . .	3

### Electives

Language, Economics, Computers, Mathematics, Human Services, Science . . . . .	3
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\*AMH 2010 or POS 2041 may be substituted.

### TECHNOLOGY EDUCATION (A.A. 08-184)

This program will provide the necessary general education requirements for the first two years of a four-year program leading to a bachelor's degree in Technology Education. It is in line with an articulation agreement with the University of South Florida. In addition, it includes basic courses of the major field for teacher certification in the state of Florida.

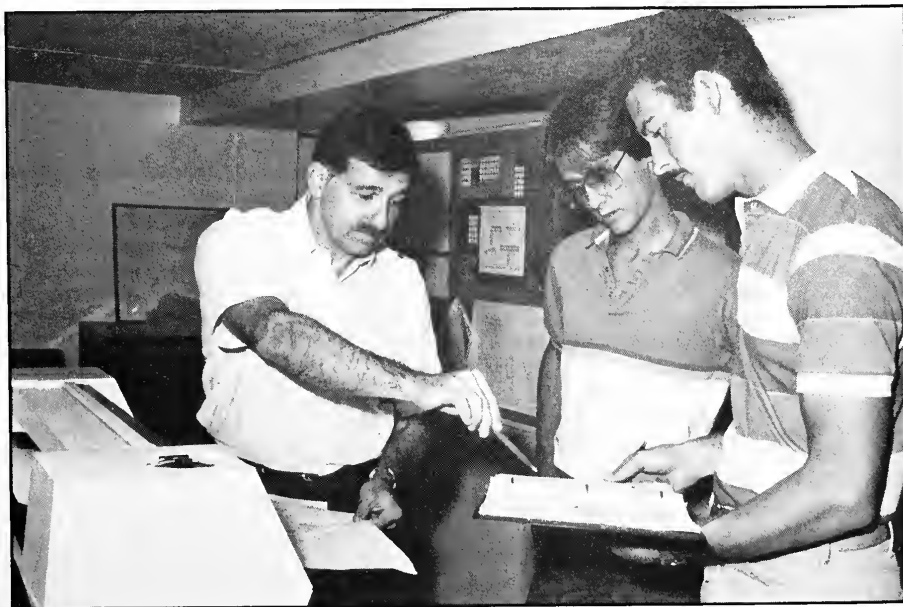
Course	Title	Semester Hours	Credit
MGF 1104	Mathematics for College Students . . . . .	3	
EGS 1111C	Engineering Graphics . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
CGS 1361	Introduction to Computers . . . . .	3	
CHM 1015	Principles of Chemistry . . . . .	3	
GRA 1500C	Graphic Arts Industries . . . . .	3	

ETI 1481	Introduction to Robotics and Automated Manufacturing . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
BCN 2253C	Architectural Drafting . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	Physical Education . . . . .	2
PSY 2012	General Psychology . . . . .	3
POS 2041	American National Government . . . . .	3
AML 2010	American Literature to 1865 . . . . .	3
EET 1015	DC Circuit Analysis . . . . .	3
EET 1015L	DC Circuit Analysis Laboratory . . . . .	1
CGS 1470	Computer Drafting . . . . .	2
MAC 1102	Algebra for College Students . . . . .	3
PHY 1001	Applied Physics . . . . .	3
PHY 2048L*	General Physics with Calculus I Laboratory . . . . .	1
OST 1811	Introduction to Desktop Publishing . . . . .	1
EET 1025	AC Circuit Analysis . . . . .	3
EET 1025L	AC Circuit Analysis Laboratory . . . . .	1
EET 1411C	Manufacturing Processes . . . . .	3
GRA 1501C	Graphic Arts Technology I . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3

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\* Optional lab which may be taken concurrently or after completion of PHY 1001.

NOTE: Students are strongly urged to complete the State University System foreign language entry, Gordon, and CLAST requirements prior to enrolling at USF.



# Associate In Science Programs

## ACCOUNTING TECHNOLOGY (A.S. 03-050)

This accounting program is designed for those students who intend to seek immediate employment in the accounting field upon graduation from Palm Beach Community College, and for those who are presently employed in accounting and allied fields and desire advancement. Students wishing to transfer to a college or university should enroll in the Business Administration (A.A.) program.

Course	Title	Semester Hours Credit
ACG 2022 *	Financial Accounting . . . . .	4
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAN 2021	Principles of Management . . . . .	3
	or	
GEB 1011	Introduction to Business (3)	
ACG 2071	Managerial Accounting . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
MNA 2100	Human Relations . . . . .	3
OST 2335	Business Communications . . . . .	4
ACG 2100 *	Intermediate Accounting . . . . .	3
ACG 2360 *	Cost Accounting . . . . .	3
CGS 2104 *	Microcomputer Operations- Accounting . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
TAX 2000 *	Federal Income Tax I . . . . .	3
ACO 2661 *	Accounting Information Systems . . . . .	3
TAX 2010 *	Federal Income Tax II . . . . .	3
	** Business/Accounting . . . . .	3
	Physical Education . . . . .	2
	*Mathematics . . . . .	3
	Natural Sciences . . . . .	3
	Humanities . . . . .	3
	Social/Political Sciences . . . . .	3

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\* For employment purposes, documentation will be provided upon completion of these courses with a 2.0 GPA or higher.

\*\* Select from Economics, Business Law or Not-for-profit Accounting

## AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY (A.S. 08-188)

The Automotive Service Management Technology program is a two-to-three-year articulated program consisting of an Automotive Technology core offered by ASE certified technical schools and a Management core of courses offered by Palm Beach Community College. Any nationally-certified auto mechanic with certification in each of the technical core course subject areas may apply for credit by presenting documentation of certification and verification of work experience in each area.

Students must complete a minimum of seven areas plus the apprentice training at an ASE certified school, such as North Technical Education Center. Twenty-four semester hours of college credit will be awarded to students after they enroll in and complete 15 semester hours of course work in the Management Core.

### Major Technical Core Requirement

Course	Title	Vocational Credits
AER 1000	Automotive Parts and Customer Relations . . . . .	3
AER 1004*	Engine Diagnosis and Repair . . . . .	3

AER 1100*	Electrical System Diagnosis and Repair . . . . .	3
AER 1112*	Engine Performance . . . . .	3
AER 1120*	Suspension and Steering Systems . . . . .	3
AER 1121*	Brake System Diagnosis and Repair . . . . .	3
AER 1131*	Automatic Transmission and Transaxles . . . . .	3
AER 1162*	Manual Transmissions and Drive Train . . . . .	3
AER 1171*	Heating and Air-conditioning Systems . . . . .	3
AER 1940**	Apprentice Experience I . . . . .	1
AER 1941**	Apprentice Experience II . . . . .	1
AER 1942**	Apprentice Experience III . . . . .	1

\*Credit will be awarded based on successful completion of the appropriate ASE examination and 180 hours of certified laboratory experience in each area.

\*\*Credit will be awarded based on completion of a certified training plan in an approved agency.

### Management Core Requirement

CGS 1361	Introduction to Computers . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1210	Applied Communications . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
MAN 2021	Principles of Management . . . . .	3
MNA 2100	Human Relations . . . . .	3
MNA 2345	Principles of Supervision . . . . .	3
PHY 1001	Applied Physics . . . . .	3
POS 1001**	Introduction to Political Science . . . . .	3
	*Humanities . . . . .	3
	Physical Education . . . . .	2

### Electives, choose 1 course from the following

BUL 2241	Business Law I . . . . .	3
ETI 2633	Industrial Relationships . . . . .	3
MAC 1114	Trigonometry . . . . .	3
MKA 2021	Salesmanship . . . . .	3

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\* Any General Education Humanities course may be taken.

\*\* AMH 2010, POS 2041, SYG 1440 or SYG 2000 may be substituted.

## BUILDING CONSTRUCTION TECHNOLOGY (A.S. 08-198)

Course	Title	Semester Hours Credit
BCN 1272*	Plans Interpretation . . . . .	3
BCN 1616*	Advanced Construction Estimating . . . . .	3
BCN 1740*	Construction Law . . . . .	3
BCN 1750*	Construction Finance . . . . .	3
BCN 2220*	Construction Materials and Methods . . . . .	3
BCN 2712*	Construction Supervision Procedure . . . . .	3
BCN 2941*	Building Construction Experience . . . . .	3
SUR 1101C*	Basic Surveying and Mapping . . . . .	4
	** Humanities . . . . .	3
BCN 1210	Building Construction Materials . . . . .	3
BCN 2253C	Architectural Drafting . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1210	Applied Communications . . . . .	3
ETD 1110	Introduction to Technical Drawing . . . . .	2
HSC 2200	Health Concepts and Strategies . . . . .	3
HSC 1400	Standard First Aid and CPR . . . . .	1
MAC 1102	Algebra for College Students . . . . .	3
MAC 1114	Trigonometry . . . . .	3
POS 2041***	American National Government . . . . .	3

PSC 1341	Physical Science for Today's World . . . .	3
SYG 1440	Introduction to the Social Sciences . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
SUR 1101C	Basic Surveying and Mapping . . . . .	4
	Physical Education . . . . .	2
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\*A student wishing to earn a certificate may do so by completing only the Building Construction courses.

\*\*ARH 1000 Art Appreciation, MUL 1010 Music Appreciation

\*\*\* POS 1001 may be substituted.

NOTE: SUR 1101C Basic Surveying and Mapping may be A.S. credit for graduation in the Building Construction Management Program in lieu of any of the above construction courses.

## BUSINESS ADMINISTRATION AND MANAGEMENT (A.S. 03-057)

This program is designed for students who want to enter the world of business upon completion of two years of study. Basic theoretical knowledge is included, but the major emphasis is on application with maximum flexibility to explore various fields of vocational interest.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
MTB 1103	Business Mathematics . . . . .	3
	* Business . . . . .	12
ENC 1102	Freshman Communications II . . . . .	3
	or	
OST 2335	Business Communications (4)	
	or	
ENC 1210	Applied Communications (3)	
	(1)Business Electives . . . . .	12
	** Other . . . . .	6
HSC 2200	Health Concepts and	
	Strategies . . . . .	3
APA 1111	Bookkeeping . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
	Physical Education . . . . .	2
	Social/Political Science . . . . .	3
	Mathematics . . . . .	3
	Humanities . . . . .	3
	Natural Science . . . . .	3
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\* Select from areas of Accounting, Business, Computer Science, Law, Economics, Management, Marketing, Real Estate, Secretarial Science and Data Processing.

\*\* Select from General Education, Business or other technical courses.

## CHILD DEVELOPMENT AND EDUCATION (A.S. 14-342)

The Center for Early Learning, located on the Central Campus, is a Montessori-based laboratory preschool. Students from a variety of disciplines, including education, psychology, and nursing, utilize the observation room adjacent to the Center to complete course-assigned observations of young children. In addition, the Center serves as a practicum sight for interns from both the traditional and Montessori education tracks.

The Center is licensed to serve 22 children, ages 2-1/2 to 5, from 8 a.m. to 12:30 p.m. each day that the College is in session during the fall, winter and spring terms. Children of students, staff and faculty are eligible to enroll. Tuition is \$40 per week, with a nonrefundable

\$25 registration fee charged each term. The Center is staffed by two Montessori-trained teachers.

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
BSC 1010	Principles of Biology . . . . .	3
DAA 1050	Fundamentals of Rhythmics . . . . .	2
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MGF 1104	Mathematics for College Students . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	* Social Science . . . . .	3
	Humanities . . . . .	3
	Physical Education . . . . .	1
CHD 1220	Child Development Infancy/Pre-School . .	3
CHD 2227	Managing Children's Behavior . . . . .	3
CHD 2800	Child Care Facility Management . . . . .	3
EEC 1001	Early Childhood Education . . . . .	3
HUN 1401	Foods for Children . . . . .	3
HSC 1400	First Aid and CPR . . . . .	1
HUS 1003	Introduction to Human Services . . . . .	3
PSY 2012	General Psychology . . . . .	3
SYG 2430	Marriage and Family . . . . .	3

### Traditional Track

CHD 1110	Infants and Toddlers . . . . .	3
CHD 1320	Methods and Materials I . . . . .	3
CHD 1338	Methods and Materials II . . . . .	3
CHD 1440	Early Childhood Practicum I . . . . .	3
CHD 1441	Early Childhood Practicum I . . . . .	3

### Montessori Specialization Track

EDF 1005	Foundations of Education . . . . .	3
EEC 1006	Montessori Philosophy . . . . .	1
EEC 2530	Montessori Curriculum I . . . . .	3
EEC 2532	Montessori Curriculum II . . . . .	3
EEC 2940	Montessori Teaching Practicum I . . . .	3
EEC 2941	Montessori Teaching Practicum II . . . .	3

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\*Suggested: SYG 1440, SYG 2000.

NOTE: Twelve semester hours of credit will be given to successful graduates in Early Childhood from the Palm Beach County Vocational/Technical Centers. Students that have a certificate from the American Montessori Society will receive 15 credits toward this degree.

## COMPUTER INFORMATION SYSTEMS ANALYSIS (A.S. 03-126) Programming Option, Applications Option

The Computer Information Systems Analysis Program has two distinct options. Students may pursue the programming option, which places heavy emphasis on programming languages, or the applications option, which emphasizes the acquisition of skills in the use of applications programs.

### Programming Option

Course	Title	Semester Hours Credit
COP 1002*	Structured Programming . . . . .	3
CGS 1361*	Introduction to Computers . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
MAT 1033**	Intermediate Algebra . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3

COP 1160*	Programming RPG II . . . . .	3
COP 2120*	Programming COBOL . . . . .	3
ECO 2013	Principles of Economics I (MACRO) . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
	Physical Education . . . . .	2
APA 1111	Bookkeeping . . . . .	3
COP 2121*	COBOL Applications . . . . .	3
CIS 2321*	Systems and Applications . . . . .	3
MGF 1104**	Mathematics for College Students . . . . .	3
	Natural Sciences . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3) . . . . .	3
COP 1400*	Assembly Language Programming . . . . .	3
ETI 2633	Industrial Relationships . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
	*** Electives . . . . .	3
POS 1001	Introduction to Political Science . . . . .	3

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\*For employment purposes, documentation will be provided upon completion of course with a 2.0 GPA or higher.

\*\* Higher mathematics may be substituted.

\*\*\* Electives should be cleared with academic advisor.

### Applications Option

Course	Title	Semester Hours Credit
GEB 1011	Introduction to Business . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
MAT 1033	Intermediate Algebra . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
OST 1141	Keyboarding . . . . .	1
	Physical Education . . . . .	2
HSC 2200	Health Concepts and Strategies . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
COP 1002	Structures Programming . . . . .	3
OST 2711	Word Perfect I . . . . .	3
CGS 1560	Disk Operating Systems (DOS) . . . . .	1
OST 2335	Business Communications . . . . .	4
ACG 2001	Principles of Accounting I . . . . .	3
CGS 1510	Lotus 1-2-3 (Beginning) . . . . .	1
CGS 1511	Lotus 1-2-3 (Intermediate) . . . . .	1
CGS 1540	dBase III Plus (Beginning) . . . . .	1
CGS 1541	dBase III Plus (Intermediate) . . . . .	1
	*Programming Language . . . . .	3
	Humanities . . . . .	3
	Social Science . . . . .	3
CGS 2321	Systems Applications . . . . .	3
CGS 1561	Inside the PC . . . . .	3
CGS 2104	Microcomputer Operations-Accounting . . . . .	3
CGS 1512	Lotus 1-2-3 (Advanced) . . . . .	1
CGS 1542	dBase III Plus: Programming Computer Applications . . . . .	1
	**Electives . . . . .	3
	Natural Science(s) . . . . .	3

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\*Choose from the following

COP 1403, COP 2210, COP 2120, COP 2200, COP 1160.

### \*\* Electives, choose from the following

Networking, Project Management, Data Communications, Graphics, or Desktop Publishing

### COMPUTER INTEGRATED MANUFACTURING TECHNOLOGY (A.S. 08-190)

This program prepares individuals for entry-level positions as a technician in manufacturing industries which have integrated automation in the design, production and assembly of their products. The curriculum emphasis is on electronics manufacturing and assembly using all integrated systems approach. A strong electronics background is the core to this degree program.

Course	Title	Semester Hours Credit
CET 2114C	Logic Circuits . . . . .	4
EET 1015	D.C. Circuit Analysis . . . . .	3
EET 1015L	D.C. Circuit Analysis Laboratory . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
ETI 1481	Introduction to Robotics and Automated Manufacturing . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
CET 1123C	Microprocessors . . . . .	4
COP 1170	Programming in Basic . . . . .	3
EET 1025	A.C. Circuit Analysis . . . . .	3
EET 1025L	A.C. Circuit Analysis Laboratory . . . . .	1
ENC 1210	Applied Communications . . . . .	3
MAC 1114	Trigonometry . . . . .	3
	Physical Education . . . . .	2
POS 1001*	Introduction to Political Science . . . . .	3
CET 1143C	Microprocessor Applications . . . . .	3
EET 2121	Electronics I . . . . .	3
EET 2121L	Electronics I Laboratory . . . . .	1
EET	Applied Electric Motors and Mechanics . . . . .	4
ETI	Work Cell Calibration and Control . . . . .	3
ETM 2351C	Hydraulics and Pneumatics . . . . .	3
COE 2949	CO-OP: Successful Employability Techniques . . . . .	1
ETI 1411C	Manufacturing Processes . . . . .	3
ETI	Work Cell Problem Solving and Trouble Shooting . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
PHY 1001	Applied Physics . . . . .	3
	Humanities . . . . .	3

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\*POS 2041, AMH 2010, SYG 1440, SYG 2000 may be substituted.

### Automated Manufacturing Technology Option

This option emphasizes a study of manufacturing in the aerospace-related industries with an emphasis on understanding materials, processes and planning procedures as they relate to an integrated design and manufacturing approach. The use of computers in the manufacturing process is emphasized throughout the curriculum, as well as an understanding of the relationship of materials, design, manufacturing processes and production planning.

Course	Title	Semester Hours Credit
CGS 1361	Introduction to Computers . . . . .	3
COP 1170	Programming in BASIC . . . . .	3
EGS 1111	Engineering Graphics . . . . .	3
ENC 1109	Freshman Communications I . . . . .	3
ENC 1210	Applied Communications . . . . .	3

ETD 1525	Fabrication Drafting . . . . .	3
	or	
ETD 2705	Machine/Mechanical Drafting (3)	
ETI 1411C	Manufacturing Processes . . . . .	3
ETI 1481	Introduction to Robotics and	
	Automated Manufacturing . . . . .	3
ETI 2415C	Manufacturing Planning and	
	Tool Design . . . . .	4
ETI 2633	Industrial Relationships . . . . .	3
ETM 2820	Introductory Materials Engineering . . . . .	3
ETM 2829	Manufacturing Chemical/Metallurgical	
	Processes . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAN 2021	Principles of Management . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
MAC 1114	Trigonometry . . . . .	3
PHY 1001	Applied Physics . . . . .	4
PHY 2048L	General Physics I Laboratory . . . . .	1
	*Humanities . . . . .	3
	**Social Science . . . . .	3
	Physical Education . . . . .	2

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\* Humanities requirement may be met by taking any of the following courses: AML 2010, AML 2022, ARH 1000, ENL 2010 or ENL 2020.

\*\* Social Science requirements may be met by taking any of the following courses: AMH 2010, POS 1001, POS 2041, SYG 1440 or SYG 2000.

#### DRAFTING AND DESIGN TECHNOLOGY (A.S. 08-178)

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year, presents drafting techniques in such design areas as are in the responsibility of the draftsman.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
EET 1015	D.C. Circuit Analysis . . . . .	3
EET 1015L	D.C. Circuit Analysis Laboratory . . . . .	1
EGS 1111*	Engineering Graphics . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
POS 1001**	Introduction to Political Science . . . . .	3
	Physical Education . . . . .	2
CGS 1470	Computer Drafting . . . . .	2
ETD 1620	Electrical Drafting . . . . .	2
ETD 1525	Fabrication Drafting . . . . .	3
ETI 1411C	Manufacturing Processes . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 1114	Trigonometry . . . . .	3
BCN 1210	Construction Materials . . . . .	3
BCN 2253C	Architectural Drafting . . . . .	3
ETD 2801C	Technical Illustration . . . . .	3
ETG 2530C	Properties & Testing of Materials . . . . .	4
PHY 1001	Applied Physics . . . . .	3
CGS 2472	Advanced Computer Drafting . . . . .	3
ENC 1210	Applied Communications . . . . .	3
ETD 2544	Surveying Drawing . . . . .	2
EGN 1111	Machine/Mechanical Drafting . . . . .	3
ETI 2633	Industrial Relationships . . . . .	3
	*** Humanities . . . . .	3

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\* If a student has not completed a high school course in drafting, he must take ETD 1110 Introduction to Technical Drawing.

\*\* POS 2041 or AMH 2010 may be substituted.

\*\*\* ARH 1000 Art Appreciation or MUL 1010 Music Appreciation

#### ELECTRONICS ENGINEERING TECHNOLOGY (A.S. 08-177) Electronics Option, Power Option

Skilled technicians are needed to assist in the design, production, operation and servicing of electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics, and electronics to practical problems of design and construction on research and development. At Palm Beach Community College, students can become familiar with the latest theory and practice in electrical and electronic circuitry, and can become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

Course	Title	Semester Hours Credit
CET 2112C	Logic Circuits . . . . .	4
EET 1015	D.C. Circuit Analysis . . . . .	3
EET 1015L	D.C. Circuit Analysis Laboratory . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
	Physical Education . . . . .	2
CET 1123C	Microprocessors . . . . .	4
EET 1025	A.C. Circuit Analysis . . . . .	3
EET 1025L	A.C. Circuit Analysis Laboratory . . . . .	1
ENC 1210	Applied Communications . . . . .	3
ETD 1620	Electrical Drafting . . . . .	2
MAC 1114	Trigonometry . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
EET 1104	Basic Electronics . . . . .	3
SYG 1440	Introduction to the	
	Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology(3)	
PHY 1001	Applied Physics . . . . .	3

#### Electronics Option

ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
EET 2121	Electronics I . . . . .	3
EET 2121L	Electronics I Laboratory . . . . .	1
EET 2515	D.C. and A.C. Dynamos . . . . .	4
	Technical Electives . . . . .	4
EET 2122	Electronics II . . . . .	3
EET 2122L	Electronics II Laboratory . . . . .	1
EET 2322C	Communication Electronics . . . . .	4
	or	
EST 2541C	Servomechanism and	
	Instrumentation (4)	
ETI 2633	Industrial Relationships . . . . .	3

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#### Power Option

ARH 1000	Art Appreciation . . . . .	3
	or	

MUL 1010	Music Appreciation (3)	
EET 2121	Electronics I . . . . .	3
EET 2121L	Electronics I Laboratory . . . . .	1
EET 2515	D.C. and A.C. Dynamos . . . . .	4
EET 2545	Power Transmission . . . . .	3
EET 2122	Electronics II . . . . .	3
EET 2122L	Electronics II Laboratory . . . . .	1
EST 2541C	ServoMechanism and Instrumentation . . . . .	4
ETG 2537C	Properties and Testing of Materials . . . . .	4

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\*AMH 2010 or POS 2041 may be substituted.

**FASHION DESIGN (A.S. 01-073)**

This curriculum is for students who will, after graduation from Palm Beach Community College, enter careers in fabric and fashion promotion and publicity, fashion design, custom designing, wardrobe consulting, clothing management specialist and theater costumer.

Course	Title	Semester Hours Credit
APB 2210	Environmental Conservation . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
ART 1201C	Design Fundamentals . . . . .	3
CTE 1310	Elements of Clothing Construction . . . . .	3
CTE 1401	Textiles . . . . .	3
CTE 1731	Trade Sketching . . . . .	3
CTE 1743	Pattern Making I . . . . .	3
CTE 2200	Visual Design in Fashion . . . . .	3
CTE 2340	Advanced Clothing Construction . . . . .	3
CTE 2363	Commercial Garment Production . . . . .	3
CTE 2511	History of Costume and Fashion I . . . . .	3
CTE 2512	History of Costume and Fashion II . . . . .	3
CTE 2751	Draping I . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
	Elective . . . . .	6
	Physical Education . . . . .	2

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**Program Electives, offered on demand**

CTE 1744	Creative Pattern Making II . . . . .	3
CTE 1851	Visual Display and Fashion Show Production . . . . .	3
CTE 1950	European Fashion Centers . . . . .	2
CTE 1955	New York Fashion Visit . . . . .	1
CTE 2748	Applied Fashion Design . . . . .	3
CTE 2930	Special Topics in Clothing and Textiles . . . . .	1,2, or 3

**FASHION MARKETING (A.S. 01-514)**

This curriculum is for students interested in the business of fashion. The fashion business includes all the firms involved in producing apparel including textiles, garment manufacturers, wholesale markets and retail stores that sell the finished product.

The retail fashion buyer should know what happens before the garment arrives in the store, for better buying decisions and more creative merchandising.

Course	Title	Semester Hours Credits
APB 1120	Environmental Conservation . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
CTE 1310	Elements of Clothing Construction . . . . .	3
CTE 1401	Textiles . . . . .	3
CTE 2200	Visual Design in Fashion . . . . .	3
CTE 2511	History of Costume and Fashion I . . . . .	3
CTE 2512	History of Costume and Fashion II . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
GEB 1011	Introduction to Business . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAN 2800	Small Business Management . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
MKA 1041	Principles of Retailing I . . . . .	3
	or	
MAR 2011	Principles of Marketing (3)	
MNA 2100	Human Relations . . . . .	3
MTB 1103	Business Mathematics . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
	Electives . . . . .	9
	Physical Education . . . . .	2

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**Electives, offered on demand**

CTE 1744	Creative Pattern Making II . . . . .	3
CTE 1851	Visual Display and Fashion Show Presentation . . . . .	3
CTE 1950	European Fashion Centers . . . . .	2
CTE 1955	New York Fashion Visit . . . . .	1
CTE 2748	Applied Fashion Design . . . . .	3
CTE 2930	Special Topics - relating to apparel . . . . .	1,2, or 3

**FINANCIAL SERVICES (A.S. 03-075)**

This program is designed for persons employed in the field of banking. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. The banking courses are offered through the American Institute of Banking.

Course	Title	Semester Hours Credit
BAN 1004	Principles of Banking . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
MTB 1103	Business Mathematics . . . . .	3
BAN 2800	Law and Banking: Principles . . . . .	3
BAN 2511	Marketing for Bankers . . . . .	3
ECO 2000	Introduction to Economics . . . . .	3
	or	
ECO 2013	Principles of Economics I (MACRO) (3)	
OST 2335	Business Communications . . . . .	4
ACG 2022	Financial Accounting . . . . .	4
HSC 2200	Health Concepts and Strategies . . . . .	3
MNA 2100	Human Relations . . . . .	3
	* Banking . . . . .	3
ACG 2071	Managerial Accounting . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
MNA 2345	Principles of Supervision . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	* Banking . . . . .	3
	Physical Education . . . . .	2
	Humanities . . . . .	3

Social/Political Sciences . . . . .	3
Mathematics . . . . .	3
Natural Sciences . . . . .	3

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\* Select from courses with a BAN prefix. Consult the AIB Catalog to insure that selected courses meet the requirements of the desired AIB Diploma.

## FIRE SCIENCE TECHNOLOGY

The Fire Science Technology curriculum is designed for persons currently employed who wish to advance in various Fire Science categories. Students may, upon credential evaluation of their Emergency Medical Technology (EMT)/Paramedic certificates, receive credit for some of the courses listed below in the A.S. degree program. The following are changes in the credit structure for students who take classes and receive certification in the Emergency Medical Service (EMS) program and transfer that credit into the Fire Science program.

**For the EMS certificate:** Take the 2 hours credit in EMS 1271 and grant credit in the Fire Science program for PEM 1104 (1 hour) and HSC 1400 (1 hour).

**For Paramedic certification:** Take 7 hours of credit in EMS 1294L and EMS 1295L and record in the Fire Science program as credit for: PEM 1152 (1 hour); PHI 1100 (3 hours); and elective (3 hours). The additional hour will be credited as elective, if needed to meet graduation requirements.

## FIRE SCIENCE TECHNOLOGY (A.S. 08-195)

Course	Title	Semester Hours Credit
FFP 1203	Fire Prevention . . . . .	3
FFP 1600	Fire Apparatus and Equipment . . . . .	3
FFP 1640	Fire Hydraulics . . . . .	3
FFP 2300	Related Fire Codes and Ordinances . . . . .	3
FFP 2320	Building Constr. for Fire Protection . . . . .	3
FFP 2100	Fire Administration . . . . .	3
FFP 2240	Fire Investigation and Arson Detection . . . . .	3
FFP 2410	Strategies in Emergency Management . . . . .	3
FFP 2500	Hazardous Materials Emergency Operations . . . . .	3
BCN 1272	Plans Interpretation . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
HSC 1400*	Standard First Aid and CPR . . . . .	1
PHI 1100	The Art of Thinking . . . . .	3
MNA 2303	Introduction to Public Personnel Management . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
POS 2112	American State and Local Government . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
POS 1001**	Introduction to Political Science . . . . .	3
	Physical Education . . . . .	2
	Elective . . . . .	3
	***Humanities . . . . .	3
ENC 1210	Applied Communications . . . . .	3

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\* A student holding a First Aid Instructor's Course certificate may substitute an elective for HSC 1400.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*ARH 1000 Art Appreciation or MUL 1010 Music Appreciation

## GRAPHIC ARTS TECHNOLOGY PRINTING PROGRAM (A.S. 01-010)

This program is designed to prepare the student as a production artist/printer in the Graphic Technology field. Students will train hands-on in the College's in-house printshop on Central Campus. An optional program in computer typesetting will be offered when space and equipment become available.

Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Course	Title	Semester Hours Credit
ART 1201C	Design Fundamentals . . . . .	3
ART 1280C	Lettering . . . . .	2
ENC 1101	Freshman Communications I . . . . .	3
ETD 1110C	Introduction to Technical Drawing . . . . .	2
GRA 1545C	Introduction to Graphic Design . . . . .	3
PGY 1101C	Introduction to Photography . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
GRA 1500C*	Graphic Arts Industries . . . . .	3
GRA 1501C*	Graphic Arts Technology I . . . . .	3
GRA 1530C	Typography I . . . . .	3
GRA 1570C	Graphic Reproduction Processes . . . . .	3
	Physical Education . . . . .	2
ENC 1210	Applied Communications . . . . .	3
GRA 1531C	Typography II . . . . .	3
GRA 1573C*	Graphic Arts Technology II . . . . .	3
GRA 2508*	Ink and Color . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
GRA 1950C*	Production Graphics . . . . .	3
GRA 2505C	Screen Printing . . . . .	3
GRA 2784C*	Graphic Arts Technology III . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	

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## Suggested extra courses

ACG 2022	Financial Accounting . . . . .	4
CGS 1470	Computer Drafting . . . . .	2
MKA 2021	Salesmanship . . . . .	3
PGY 2221C	Techniques of Commercial Photography . . . . .	3

\* Courses take place in the PBCC Print Shop.

## GRAPHIC DESIGN (A.S. 01-011)

This program is designed to prepare the student to enter the Commercial Art field as an artist. It is required that the student develop a portfolio which will be necessary for employment in this field.

Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Course	Title	Semester	Hours	Credit
ART 1201C	Design Fundamentals . . . . .	3		
ART 1300C	Drawing Fundamentals . . . . .	3		
ENC 1101	Freshman Communications I . . . . .	3		
ETD 1110C	Introduction to Technical Drawing . . . . .	2		
GRA 1545C	Introduction to Graphic Design . . . . .	3		
PGY 1101C	Introduction to Photography . . . . .	3		
ART 1202C	Color Design . . . . .	3		
ART 1230C	Advertising Design I . . . . .	3		
ART 1301C	Intermediate Drawing . . . . .	3		
ART 1305C	Freehand Perspective . . . . .	3		
GRA 1570C	Graphic Reproduction Processes . . . . .	3		
MAT 1033	Intermediate Algebra . . . . .	3		
ART 1280C	Lettering . . . . .	2		
ART 2231C	Advertising Design II . . . . .	3		
ART 2302C	Life Drawing . . . . .	3		
ART 2510C	Introduction to Painting . . . . .	3		
ART 2551C	Air Brush . . . . .	3		
GRA 1530C	Typography I . . . . .	3		
ARH 1000	Art Appreciation . . . . .	3		
ART 2551C	Air Brush (Repeat) . . . . .	3		
GRA 1531C	Typography II . . . . .	3		
GRA 1743C	Illustration I . . . . .	3		
PGY 1110C	Color Printing I . . . . .	3		
	Physical Education . . . . .	2		
GRA 1550C	Package Design . . . . .	3		
GRA 1746C	Illustration II . . . . .	3		
GRA 2505C	Screen Printing . . . . .	3		
PGY 1111C	Color Printing . . . . .	3		
SYG 1440	Introduction to the Social Sciences . . . . .	3		
	or			
SYG 2000	Introduction to Sociology (3)			
ART 2330C	Life Drawing . . . . .	3		
ENC 1210	Applied Communications . . . . .	3		
GRA 2547C	Environmental Graphics . . . . .	3		
HSC 2200	Health Concepts and Strategies . . . . .	3		
	Science . . . . .	3		

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**Suggested extra courses**

CGS 1470	Computer Drafting . . . . .	2
ENC 1210	Applied Communications . . . . .	3
MKA 1511	Advertising . . . . .	3
PGY 2221C	Techniques of Commercial Photography . . . . .	3
RTV 2000	Fundamentals of Television Production . . . . .	3

**HOSPITALITY MANAGEMENT PROGRAM**

This program prepares the student for a career in the Hospitality Industry.

The students must approve all of the COURSES listed for Hospitality Management. In addition, the student selects one of three TRACKS (Options):

**The Hotel Management Track:** prepares the student for Mid-Management level employment in hotels, resorts, and other lodging facilities.

**The Food Service Management Option:** prepares the student for employment in restaurants, institutional food services and clubs.

**The Hotel And Food Service Management Track:** this option is aimed at those individuals that do not have a decided preference. It combines courses from the above-mentioned tracks.

All students are required to work in the HOSPITALITY TRAIN-

ING CENTER and are encouraged to find part-time work at any one of the many hotels, restaurants, and clubs throughout PALM BEACH COUNTY.

**HOSPITALITY MANAGEMENT PROGRAM (A.S. 03-060)**

Course	Title	Semester	Hours	Credit
FSS 1220C	Professional Cooking I . . . . .	3		
FSS 1221C	Quantity Food Production I . . . . .	4		
FSS 2100	Purchasing for the Hospitality Industry . . . . .	3		
FSS 2500	Food and Beverage Cost Control . . . . .	3		
HFT 1000	Introduction to the Hospitality Business . . . . .	3		
HFT 1850C	Dining Room Management . . . . .	3		
HFT 2220	Personnel Management Practices . . . . .	3		
HFT 2250	Hotel and Motel Financial Management . . . . .	3		
ENC 1101	Freshman Communications I . . . . .	3		
HSC 2200	Health Concepts and Strategies . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
	*Mathematics . . . . .	3		
	*Natural Science . . . . .	3		
	*Social Science . . . . .	3		
	*Physical Education . . . . .	2		

\* In consultation with advisor

**Hotel Management Track**

HFT 2300	Housekeeping Management . . . . .	3
	or	
HFT 2313	Hotel and Restaurant Property Management (3)	
HFT 2410	Hotel Front Office Administration and Procedures . . . . .	3
HFT 2510	Sales Promotion and Advertising in Hotels . . . . .	3
HFT 2600	Legal Aspects Hotel and Restaurant Administration . . . . .	3
	Electives . . . . .	5

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**Food Service Management Track**

FSS 1222C	Quantity Food Production II . . . . .	4
FSS 1300	Food Service Management . . . . .	3
HUN 1001	Basic Food Service Nutrition . . . . .	2
FOS 1201	Food Service Sanitation . . . . .	2
	Electives . . . . .	6

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**Electives**

FOS 1201	Food Service Sanitation . . . . .	2
FSS 1100	Menu Planning and Merchandising . . . . .	3
FSS 1270	Understanding Wine and Spirits . . . . .	3
FSS 1941C	Food Service Practicum . . . . .	3
FSS 2248C	Pastry and Garde Manger I . . . . .	4
FSS 2249C	Pastry and Garde Manger II . . . . .	4
HFT 1342	Hospitality Equipment Layout and Design . . . . .	3
HFT 1501	Hotel and Motel Sales Promotion . . . . .	3
HFT 1630	Hospitality Management Security . . . . .	3
HFT 1700	Tourism and the Hospitality Industry . . . . .	3
HFT 1949	Cooperative Education I . . . . .	3
HFT 2434	Elements of Club Management . . . . .	3
HFT 2463	Hotel/Motel Financial Management II . . . . .	3
HFT 2949	Cooperative Education II . . . . .	3

**INTERIOR DESIGN PROFESSIONAL (A.S. 01-012)**

This program has been established to meet requirements set forth by F.I.D.E.R. Upon completion of this 75-credit program for an Associate of Science degree, a service of extra-credit courses are offered to help prepare the student to take the examination.

N.C.I.D.Q. examination To obtain a state license the law requires six years of a combination of education and apprenticeship and passing the N.C.I.D.Q. examination.

Consultation with an advisor is essential to ensure proper sequence of courses. Students are required to submit a portfolio of their work when seeking employment or applying for state license. It is the responsibility of all art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Course	Title	Semester Hours Credit
IND 1012C	Introduction to Interior Design . . . . .	3
ART 1201C	Design Fundamentals . . . . .	3
ART 1300C	Drawing Fundamentals . . . . .	3
ETD 1110	Introduction to Technical Drawing . . . . .	2
GRA 1545C	Introduction to Graphic Design . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
IND 1015C	Residential Interior Design . . . . .	3
MAT 1033	Intermediate Algebra . . . . .	3
ART 1202C	Color Design . . . . .	3
ENC 1210	Applied Communications . . . . .	3
TAR 1120C	Architectural Drawing . . . . .	3
	Physical Education . . . . .	2
IND 1013	History of Period Furniture . . . . .	3
CTE 1401	Textiles . . . . .	3
BCN 2253C	Architectural Drafting . . . . .	3
IND 2420	Products & Materials of Interior Design . . . . .	3
ART 1305C	Freehand Perspective Drawing . . . . .	3
IND 1019C	Interior Design Environmental and Proxemics . . . . .	3
ART 1203C	Three-dimensional Design . . . . .	3
IND 1430C	Interior Design--Lighting and Electrical . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
CGS 1470	Computer Drafting . . . . .	2
	Interior Elective . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	Science Elective . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
		<hr/> 75

**Elective/ Extra Credit to prepare for the N.C.I.D.Q. exam**

IND 2010C	Practical Applications in Interior Design . . . . .	3
HHH 2367	Textiles for the Interiors . . . . .	3
IND 2331C	Interior Rendering . . . . .	3
IND 2011	Business Procedures for Interior Designers . . . . .	3
IND 2527C	Advanced Portfolio Interior Design . . . . .	3
CGS 2472	Advanced Computer Drafting . . . . .	3
IND 2332	Model Building . . . . .	3

**Further Courses Recommended**

PGY 1101C	Introduction to Photography . . . . .	3
BCN 1616	Advanced Construction Estimating . . . . .	3
BCN 1740	Construction Law . . . . .	3

**LEGAL ASSISTANT**

There is a growing need for educated, well-trained legal assistants in our community. Not only law firms, but corporations, banks, real estate and government offices are more in need of the services and skills of competent legal assistants.

The Legal Assistant program at Palm Beach Community College leads toward an Associate in Science degree and qualification for employment as a legal assistant or technician in law-related occupations, including public and private law practice and/or corporate or government law-related activities. Under the supervision and direction of a lawyer, the legal assistant is trained to provide the following services:

1. Apply knowledge of law and legal procedures in rendering direct assistance to lawyers engaged in legal research.
2. Design, develop or plan modifications of new procedures, techniques, services, processes or applications.
3. Prepare legal documents or write detailed procedures for engaging in the practice in certain fields of law.
4. Select, compile and use technical information from such references as digests, encyclopedias, or practice manuals.
5. Analyze and follow procedural problems that involve independent decisions.

The National Association of Legal Assistants, which is an independent organization, not affiliated with this or any other program, school or university, administers a comprehensive two-day examination to qualified candidates and grants successful examinees the status of Certified Legal Assistant (CLA).

All program graduates who meet the other testing requirements of the National Association are strongly encouraged to sit for this examination.

**LEGAL ASSISTANT (A.S. 03-505)**

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
SYG 1440*	Introduction to the Social Sciences . . . . .	3
	Physical Education . . . . .	2
APA 1111**	Bookkeeping . . . . .	3
BUL 2241	Business Law I . . . . .	3
BUL 2242	Business Law II . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
PLA 1003	Introduction to Legal Technology . . . . .	3
PLA 1004	Legal Writing and Research I . . . . .	3
PLA 1203	Preparing Negligence Cases . . . . .	3
PLA 2114	Legal Writing and Research II . . . . .	3
PLA 2223	Court Systems: Procedures and Pleadings I . . . . .	3
PLA 2233	Court Systems: Procedures and Pleadings II . . . . .	3
PLA 2504	Real Estate Law and Property Transactions I . . . . .	3
PLA 2513	Real Estate Law and Property Transactions II . . . . .	3
PLA 2603	Administration of Estates . . . . .	3
PLA 2483	Administrative Law . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	***Elective . . . . .	3
	Sciences . . . . .	3

\* SYG 2000, POS 1001, POS 2041 or AMH 2010 may be substituted.

\*\* ACG 2022 Financial Accounting may be substituted.

**\*\*\*Approved Electives**

CCJ 2210	Criminal Law . . . . .	3
CCJ 2230	Laws of Evidence . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
PLA 1949	CO-OP: Legal Assistant I . . . . .	3
PLA 2763	Law Office Management . . . . .	3
PLA 2803	Family Law . . . . .	3
PLA 2949	CO-OP: Legal Assistant II . . . . .	3
OST 2335	Business Communications . . . . .	4
POS 2112	American State and Local Government . . . . .	3
REE 2440	Abstracts and Titles I . . . . .	3

**MARKETING (A.S. 03-057) Retail Option, Management Option****Retailing Option**

This program prepares the student for a position in distributive fields which require a high level of competence in a range of business knowledge and skills.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
MKA 1041	Principles of Retailing I . . . . .	3
MAR 2011	Principles of Marketing . . . . .	3
MTB 1103	Business Mathematics . . . . .	3
CTE 1401	Textiles . . . . .	3
MAR 2101	Salesmanship . . . . .	3
MKA 2042	Principles of Retailing II . . . . .	3
OST 2335	Business Communications . . . . .	4
CGS 1361	Introduction to Computers . . . . .	3
MNA 2100	Human Relations . . . . .	3
MKA 1511	Advertising . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
APA 1111	Bookkeeping . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAN 2345	Principles of Supervision . . . . .	3
MAN 2800	Small Business Management . . . . .	3
	Physical Education . . . . .	2
	Social/Political Sciences . . . . .	3
	Mathematics . . . . .	3
	Natural Sciences . . . . .	3
	Humanities . . . . .	3

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**Management Option**

This program prepares students for midmanagement and supervisory level positions. Courses cover a range of management areas and stress fundamental skills and techniques.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
MKA 1041	Principles of Retailing I . . . . .	3
MAR 2011	Principles of Marketing . . . . .	3
MTB 1103	Business Mathematics . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
MAN 2021	Principles of Management . . . . .	3
MKA 2021	Salesmanship . . . . .	3
APA 1111	Bookkeeping . . . . .	3
BUL 2241	Business Law I . . . . .	3
MNA 2100	Human Relations . . . . .	3
MKA 1511	Advertising . . . . .	3
MAN 2800	Small Business Management . . . . .	3
MNA 2345	Principles of Supervision . . . . .	3

HSC 2200	Health Concepts and Strategies . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
	Elective . . . . .	3
	Physical Education . . . . .	2
	Social/Political Sciences . . . . .	3
	Mathematics . . . . .	3
	Natural Science . . . . .	3
	Humanities . . . . .	3

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**OFFICE SYSTEMS TECHNOLOGY (A.S. 03-514)****Office Systems Option, Word Processing Option****Office Systems Option**

This program prepares students for employment as top-level secretaries and administrative assistants.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
OST 1100	Beginning Typewriting . . . . .	3
MTB 1103	Business Mathematics . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
OST 1110	Intermediate Typewriting . . . . .	3
APA 1111	Bookkeeping . . . . .	3
OST 2711	Word Perfect I . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
OST 2712	Word Perfect II . . . . .	3
OST 2335	Business Communications . . . . .	4
OST 2601	Machine Transcription I . . . . .	3
OST 1211	Beginning Shorthand . . . . .	3
BUL 2241	Business Law I . . . . .	3
OST 2402	Office Procedures and Records Management . . . . .	4
OST 2602	Machine Transcription II . . . . .	3
	or	
OST 1272	Dictation and Transcription II . . . . .	3
	*Elective . . . . .	3
	Physical Education . . . . .	2
	Social/Political Science . . . . .	3
	Humanities . . . . .	3
	Mathematics . . . . .	3
	Natural Sciences . . . . .	3

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**\*Approved Electives, choose 3 hours from the following**

CGS 1060, CGS 1510, CGS 1511, CGS 1512, CGS 1540, CGS 1541, CGS 1542, CGS 1560, ECO 2013, MNA 2100, OST 1272, OST 2602, OST 2711, OST 2712, OST 2501.

**Word Processing Option**

This program trains students for employment in the field of word and information processing systems. Emphasis is placed on development of skills in word processing, information processing, management, and general business. Students are prepared for supervisory and midmanagement positions in the automated office environment.

Course	Title	Semester Hours Credit
ENC1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
OST 2711	Word Perfect I . . . . .	3
MTB 1103	Business Mathematics . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
OST 2712 *	Word Perfect II . . . . .	3

SPC 1600	Fundamentals of Speech . . . . .	3
CGS 1560	PC - DOS . . . . .	1
OST 2711	Word Perfect I . . . . .	3
CGS1510	Lotus1-2-3 Beginners . . . . .	1
BUL 2241	Business Law I . . . . .	3
OST 2335	Business Communications . . . . .	4
OST 2601	Machine Transcription I . . . . .	3
OST 2501	Word Processing Management . . . . .	3
CGS 1511	Lotus 1-2-3 Intermediate . . . . .	1
MNA 2345	Principles of Supervision . . . . .	3
or		
MAN 2021	Principles of Management (3)	
OST 2402	Office Procedures & Records Management . . . . .	4
	*Electives . . . . .	1
	Physical Education . . . . .	3
	Social/Political Science . . . . .	3
	Humanities . . . . .	3
	Mathematics . . . . .	3
	Natural Science . . . . .	3
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**\*Approved Electives, choose 7 hours from the following**

ACG 2022, APA 1111, CGS 1512, CGS 1540, CGS 1541, CGS 1542, CGS 1560, ECO 2013, MNA 2100, OST 1100, OST 1110, OST 1141, OST 1211, OST 1272, OST2601.

**ORNAMENTAL HORTICULTURE TECHNOLOGY  
(A.S. 08-191)**

This program is designed for anyone seeking information leading to a career in horticulture. The student may choose to pursue an A.S. degree by completing general education requirements in addition to the horticulture courses.

Course	Title	Semester Hours Credit
GCO 2230	Pumping and Irrigation Systems . . . . .	3
ORH 1010	Introduction to Horticulture . . . . .	3
ORH 1510	Ornamental Plant Identification I . . . . .	3
ORH 1511	Ornamental Plant Identification II . . . . .	3
ORH 1842	Landscape Installation and Maintenance . . . . .	3
ORH 2220	Turfgrass Management . . . . .	3
ORH 2251	Principles of Nursery Operation and Management . . . . .	3
ORH 2412C	Plant Physiology and Growth . . . . .	4
ORH 2949	Work Experience/Internship . . . . .	4
PLS 2220	Plant Propagation . . . . .	3
PMA 2213	Plant Pest Control . . . . .	3
SOS 1102	Soils and Fertilizers . . . . .	3
IPM 1301	Pesticides . . . . .	3
APB 1120**	Environmental Conservation . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MGF 1104***	Mathematics for College Students . . . . .	3
	*Humanities . . . . .	3
	**Social Science . . . . .	3
	Physical Education . . . . .	2
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**Elective, choose 1 course from the following**

ORH 2514	Native Plant Identification . . . . .	3
ORH 2831	Landscape Design and Implementation . . . . .	3
ORH 2873	Interiorscaping Design and Maintenance . . . . .	3

*\*Any general education A.A. degree course that meets the requirement for humanities and social science may be taken.*

*\*\*Any A.A. general education science may be substituted.*

*\*\*\*MAC 1102 may be substituted.*

**PEST CONTROL TECHNOLOGY (A.S. 02-516)**

**Entomology**

This program is designed to prepare students for employment as urban pest control service supervisors, field inspectors, pesticide sales representatives or to provide supplemental training for persons currently employed in these occupations. The content includes instruction that prepares individuals to supervise and manage the sales and application of agricultural chemicals and pesticides.

Course	Title	Semester Hours Credit
ENY 1002C	Basic Entomology . . . . .	3
IPM 1301	Pesticides . . . . .	3
ENY 1102C	Insect Identification . . . . .	3
ENY 2940	Cooperative Education . . . . .	2
ENY 2222	Household Pest Control . . . . .	3
ENY 2227	Wood Destroying Organisms . . . . .	3
PEN 2662	Public Health Pest Control . . . . .	3
PMA 2213	Plant Pest Control . . . . .	3
ARH 1000*	Art Appreciation . . . . .	3
or		
MUL 1010	Music Appreciation (3)	
BSC 1010	Principles of Biology . . . . .	3
BSC 1010L	Principles of Biology Laboratory . . . . .	1
CHM 1015	Principles of Chemistry . . . . .	3
CHM 1015L	Principles of Chemistry Laboratory . . . . .	1
ENC 1101	Freshman Communication I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 1440*	Introduction to the Social Sciences . . . . .	3
or		
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2

**Choose 12 hours from the following**

ACG 2022	Financial Accounting . . . . .	4
CGS 1361	Introduction to Computers . . . . .	3
ECO 2013	Principles of Economics I (MACRO) . . . . .	3
GEB 1011	Introduction to Business . . . . .	3
MAN 2021	Principles of Management . . . . .	3
MAR 2011	Principles of Marketing . . . . .	3
Elective	Business/Technical or General Elective . . . . .	3
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*\*Any General Education A.A. degree course that meets the requirements for humanities and social science may be taken.*

**POSTAL SERVICE MANAGEMENT (A.S. 03-511)**

This program, under the guidance of an advisory committee, offers college-level training within the specific field of Postal Technology as one means of achieving upward mobility in the postal service.

Course	Title	Semester Hours Credit
MNA 1453 *	Postmaster Administration . . . . .	3
MNA 1454 *	Postal Service Marketing . . . . .	3
MNA 1394 *	Postal Finance I . . . . .	3
MNA 2451 *	Mail Processing . . . . .	3

MNA 2452 *	Postal Customer Services . . . . .	3
MNA 2397 *	Postal Employee Relations . . . . .	3
MNA 2398 *	Postal Labor Relations . . . . .	3
MNA 2399 *	Postal Finance II . . . . .	3
MAN 2021	Principles of Management . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
POS 1001	**Introduction to Political Science . . . . .	3
	Physical Education . . . . .	2
	Humanities . . . . .	3
	Natural Sciences . . . . .	3

**Approved Elective, choose 12 hours from the following**

ACG 2022	Financial Accounting I . . . . .	4
BUL 2241	Business Law I . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
COP 1170	Programming in Basic . . . . .	3
ECO 2013	Principles of Economics (MACRO) . . . . .	3
CLP 2002	Personality Development . . . . .	3
ENC 1210	Applied Communications . . . . .	3
MNA 2100	Human Relations . . . . .	3
MAR 2011	Principles of Marketing . . . . .	3
OST 2335	Business Communications . . . . .	4
PHI 1100	The Art of Thinking . . . . .	3
PSY 2012	General Psychology . . . . .	3
REA 1205	Accelerated Reading . . . . .	3
SOP 2740	Feminist Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SPC 1601	Public Speaking . . . . .	3
SPN 1120	Elementary Spanish I . . . . .	4
SPN 1121	Elementary Spanish II . . . . .	4
SYG 1230	American Minorities Today . . . . .	3

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\* For employment purposes, documentation will be provided upon completion of these courses with a 2.0 GPA or higher.

\*\* POS 2041 or AMH 2010 may be substituted.

**PROFESSIONAL PILOT (A.S. 08-197)**

This program is designed to prepare students to become commercial pilots. In addition to the necessary ground schools, a broad study of all aspects of aviation and general education subjects is emphasized to further a career in aviation.

Course	Title	Semester Hours Credit
ATT 1100	Private Pilot Ground School . . . . .	3
ASC 1640	Propulsion Systems . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2
ASC 1310	Aero-Safety and Regulations . . . . .	2
ASC 2550	Aerodynamics . . . . .	3
ATF 1100	Flight - Private . . . . .	3
ATF 1600	Basic Flight Simulator . . . . .	1
MAC 1114	Trigonometry . . . . .	3
	Humanities . . . . .	3
ENC 1210	Applied Communications . . . . .	3
ASC 1210	Aero-Meteorology . . . . .	3

ATF 2300	Flight - Commercial . . . . .	3
ATF 2605	Intermediate Flight Simulator . . . . .	1
HSC 2200	Health Concepts and Strategies . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
PSC 1101	Earth Science . . . . .	3
ASC 1101	Aero-Navigation . . . . .	3
AVM 2010	Aerospace and Air Travel . . . . .	3
ATT 2120	Instrument Ground School . . . . .	3
ATF 2300	Flight - Instrument . . . . .	3
ATF 2610	Advanced Instrument Flight	
	Simulator Laboratory . . . . .	1
PSC 1341	Physical Science for Today's World . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

**NOTE:** Students should check with their advisors for specific courses that may be required by some upper division schools.

The following credit shall be given if the student holds these licenses:

Private License	Instrument License	Commercial License
ATT 1100	ATT 1100	ATT 1100
ATF 1100	ATT 2120	ATF 1100
	ATF 1100	ATF 2200
	ATF 2300	

**PROFESSIONAL PILOT (A.S. 08-197)****Maintenance Management Option, Operations Option**

This program is designed to allow individuals who currently hold an Airframe and Powerplant Mechanics license issued by the FAA to pursue a two-year degree which will give them management skills and knowledge for advancement within the aviation maintenance industry.

College credit will be awarded for the following current FAA licenses toward this A.S. degree:

**Powerplant Mechanic - 12 hours**

**Airframe Mechanic - 12 hours**

**Maintenance Management Option**

Course	Title	Semester Hours Credit
ASC 1210	Aero-Meteorology . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
SYG 1440*	Introduction to the Social Sciences . . . . .	3
	Physical Education . . . . .	2
ASC 1330	Aero-Safety and Regulations . . . . .	2
CGS 1361	Introduction to Computers . . . . .	3
GEB 1011	Introduction to Business . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
	Airframe License . . . . .	12
BUL 2241	Business Law I . . . . .	3
ENC 1210	Applied Communications . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
AVM 2010	Aerospace and Air Travel . . . . .	3
MAN 2021	Principles of Management . . . . .	3
PSC 1341	Physical Science for Today's World . . . . .	3
	**Humanities . . . . .	3
	Power Plant License . . . . .	12

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\*POS 2041, AMH 2010, SYG 2000 may be substituted.

\*\*Any Humanities course may be substituted.

**Operations Option**

Course	Title	Semester Hours Credit
ATT 1100	Private Pilot Ground School . . . . .	3
ASC 1640	Propulsion Systems . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
MAT 1033	Intermediate Algebra . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2
ASC 1330	Aero-Safety & Regulations . . . . .	2
CGS 1361	Introduction to Computers . . . . .	3
GEB 1011	Introduction to Business . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
	* Humanities . . . . .	3
ACG 2022	Financial Accounting . . . . .	4
BUL 2241	Business Law I . . . . .	3
ENC 1210	Applied Communications . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
POS 1001**	Introduction to Political Science . . . . .	3
PSC 1513	Earth Science . . . . .	3
AVM 2010	Aerospace and Air Travel . . . . .	3
ECO 2013	Principles of Economics I (MACRO) . . . . .	3
MAN 2021	Principles of Management . . . . .	3
MAN 2800	Small Business Management . . . . .	3
PSC 1341	Physical Science for Today's World . . . . .	3

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\*ARH 1000 Art Appreciation or MUL 1010 Music Appreciation

\*\*POS 2041 or AMH 2010 may be substituted.

**RECREATION SPECIALIST (A.S. 10-230)**

This program is designed to prepare the student for entry-level positions. Positions may include: activity leader, league supervisor, arts and crafts specialists, program leader for centers or playgrounds, summer program counselor, official, after-school program leader, or facility supervisor. Since the curriculum is tailored to the student's area of interest in recreation, he/she should counsel with the physical education faculty concerning course work. If a student wishes to continue to the university level, 18 hours of general education courses may be completed to fill the general education requirement for classification for upper division.

Course	Title	Semester Hours Credit
APB 1120	Environmental Conservation . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
MUL 1010	Music Appreciation . . . . .	3
	*Social Science . . . . .	3
	**Physical Education . . . . .	2
LEI 1000	Introduction to Recreation As a Profession . . . . .	3
LEI 1260	Introduction to Outdoor Recreation . . . . .	3
LEI 1310	Leadership in Recreation . . . . .	3
LEI 1603	Maintenance, Care, and Scheduling of Recreation Facilities . . . . .	3
LEI 1920C	Field Study I . . . . .	2
LEI 2431	Organizing, Planning and Programming Activities . . . . .	3
LEI 2510	Facility Operations . . . . .	3
HSC 1400	Standard First Aid and CPR . . . . .	1

PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3

**Electives, choose 17 hours from the following**

ART 1100C	Introduction to Crafts . . . . .	3
DAA 1050	Fundamentals of Rhythmics . . . . .	2
LEI 2220	Social Recreation . . . . .	3
LEI 2700	Therapeutic Recreation . . . . .	3
LEI 2940C	Field Study II . . . . .	2
ORH 2220	Turf Grass Management . . . . .	3
PEL 2041	Recreational Games . . . . .	1
PEO 2013	Officiating Techniques for Team Sports . . . . .	2
PEO 2033	Officiating Techniques for Individual Sports . . . . .	2
PEO 2940	Sport Specific Officiating Practicum . . . . .	1
PEN 1231	Sailing . . . . .	1
PEN 2113	Life Saving . . . . .	1
PEN 2122	Swimming and Diving . . . . .	1
PEN 2136	Scuba Diving . . . . .	1
PEN 2251	Canoing . . . . .	1
PEO 1031	Individual Sports . . . . .	3
PEO 1323	Volleyball Fundamentals and Officiating . . . . .	3

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\*Any courses in Area VI listed for AA degree

\*\* Two credits in physical education activity courses or credits selected from physical education major courses

**THEATER AND ENTERTAINMENT TECHNOLOGY (A.S. 12-274)**

All students must take the general education core courses. There are three music options from which to choose: Option I-Music (a General Music Track and a Popular Music and Jazz Track), Option II-Music Theater and Option III-Ballet.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
MUH 2111	Introduction to Music History I . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
SYG 1440	Introduction to the Social Sciences . . . . .	3
	Science . . . . .	6
	or	
SYG 2000	Introduction to Sociology (3)	
	* Applied Music . . . . .	8
	Ensembles . . . . .	4
MUC 2301	Introduction to Electronic Music I . . . . .	3
MUH 2112	Introduction to Music History II . . . . .	3
MUS 0010	Recital Seminar . . . . .	0
MUT 1111 **	Music Theory I . . . . .	3
MUT 1112	Music Theory II . . . . .	3
MUT 1241	Ear Training and Sight Singing I . . . . .	1
MUT 1242	Ear Training and Sight Singing II . . . . .	1
MVK 1111A *	Class Instruction - Piano I . . . . .	1
MVK 1111B *	Class Instruction - Piano II . . . . .	1
	Physical Education . . . . .	2

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\* Auditions are required for placement in Applied Music courses both class and private lessons.

\*\* Placement examination is required for Music Theory. Students who do not qualify for Theory I are required to take Fundamentals of Music.

*NOTE: Attendance at Recital Seminar is required each semester.*

### Option I - Music

#### General Music Track

The general Music Track is a basic program of studies designed to assist those engaged in teaching, performing, or conducting music.

The music electives in the program may be selected to benefit the student in his particular area of specialization, such as sacred music or private teaching.

PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	or	
SPC 1050	Voice and Diction (3)	
	Music Electives . . . . .	8
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#### Popular Music and Jazz Track

This program prepares the students for professional careers in pop, jazz, rock and commercial music--performer, arranger and/or composer.

MUC 2302	Introduction to Electronic Music II . . . . .	3
MUT 1351	Jazz Arranging I . . . . .	2
MUT 1352	Jazz Arranging II . . . . .	2
MUT 2116	Music Theory III . . . . .	3
MUT 2231	Keyboard Harmony I . . . . .	1
MUT 2246	Ear Training and Sight Singing III . . . . .	1
MUT 2641	Instrumental Improvisation . . . . .	1
	or	
MUM 2031	Pop Vocal Style (1)	
MUH 2018	History and Appreciation of Jazz . . . . .	3
MVS 1116A	Class Guitar I . . . . .	1
MVV 1111A	Class Instruction - Voice I . . . . .	1
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### Option II - Music Theater

This program prepares the student for a professional career in Music Theater as singer-dancer-actor or technician.

DAA 1500	Modern Jazz Dance I . . . . .	1
DAA 2160	Contemporary Dance I . . . . .	1
MUT 1111	Music Theory I . . . . .	3
MUT 1112	Music Theory II . . . . .	3
MUT 1241	Ear Training and Sight Singing I . . . . .	1
MUT 1242	Ear Training and Sight Singing II . . . . .	1
MUH 2930	Special Topics in Music (Dance) . . . . .	2
MUN 1310	Concert Chorus . . . . .	1
ORI 2000	Oral Interpretation . . . . .	3
THE 1000	Introduction to the Theater . . . . .	3
THE 1020	Techniques of Dramatic Art . . . . .	3
TPA 1210	Fundamentals of Stagecraft . . . . .	3
TPP 2100	Acting I . . . . .	3
TPP 2110	Acting II . . . . .	3
TPP 2510	Movement for the Theater . . . . .	3
SPC 1050	Voice and Diction . . . . .	3
	Applied Music . . . . .	8
MVK 1111A	Class Instruction - Piano I . . . . .	1
MVK 1111B	Class Instruction - Piano II . . . . .	1
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### Option III - Ballet

This program is designed to prepare students for a professional career in ballet. Ballet classes are conducted at the facilities of the School of Ballet Florida at the Howard/Hale Dance Center. Placement

auditions for all ballet students are required to determine entry level and advancement. To arrange placement auditions, telephone 407/842-7631.

DAA	Ballet . . . . .	29
MUT 1001	Fundamentals of Music . . . . .	3
SPC 1050	Voice and Diction . . . . .	3
THE 1000	Introduction to the Theater . . . . .	3
THE 1020	Techniques of Dramatic Art . . . . .	3
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### WATER/WASTEWATER MANAGEMENT (A.S. 02-199)

This program is designed to prepare the student for employment as a supervisor of a Water/Wastewater Treatment Plant or a Water/Wastewater Treatment Laboratory.

Course	Title	Semester Hours Credit
APB 1120	Environmental Conservation . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2
CGS 1361	Introduction to Computers . . . . .	3
ECO 2000	Introduction to Economics . . . . .	3
ENC 1210	Applied Communications . . . . .	3
ETD 1110C	Introduction to Technical Drawing . . . . .	2
MAN 2021	Principles of Management . . . . .	3
MNA 2100	Human Relations . . . . .	3
	or	
PSY 2012	General Psychology (3)	
MNA 2345	Principles of Supervision . . . . .	3
MAC 1114	Trigonometry . . . . .	3
	Science . . . . .	3
	Other Electives . . . . .	3
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#### Science Electives

BSC 1010	General Biology . . . . .	3
CHM 1015	Introduction to Chemistry . . . . .	3

#### Other Electives

EET 1104	Basic Electronics . . . . .	3
SUR 1101C	Basic Surveying and Mapping . . . . .	4

**Credit awarded upon review and evaluation of C, B, and A level Water/Wastewater Florida Certificates - Maximum allowable credit is as follows:**

"C" level certificate . . . . .	5 credit hours
"B" level certificate . . . . .	5 credit hours
"A" level certificate . . . . .	5 credit hours
College credit classes . . . . .	49 credit hours
Certificate credit equivalent . . . . .	15 credit hours

**64 credit hours**

*NOTE: The award of credit is not automatic and will only be processed upon evaluation by the Dean of Vocational Education and the student obtaining 15 college credits in residency at PBCC.*

# Allied Health Programs

## DENTAL HYGIENE

The Dental Hygiene program is approved by the Florida State Board of Dentistry and is accredited by the ADA Commission of Accreditation. The program leads to an A.S. degree. Graduates are eligible to take National and State Board Examinations to become licensed dental hygienists.

All dental hygiene courses must be taken in sequence and a grade of C or better must be earned in BOTH the clinical and academic areas of the program. The remaining courses listed must be taken in the sequence designated or prior to the dental hygiene courses.

The student must maintain at least a C average to remain in the program and must make a C or better in ALL of the dental hygiene curriculum courses, anatomy and physiology, chemistry, and microbiology. Natural sciences must have been taken within the past five years and dental science courses must have been taken within the past three years, or qualify for acceptance by challenge examination.

### Dental Hygiene Admissions

The following requirements must be met to be considered for selection to this program:

#### I. Forms

- A Completed Dental Hygiene application.
- B Completed medical and dental examination forms. These must not be more than one year old at the start of the fall term in which the applicant is to be admitted. It is imperative that not only current conditions, but past history conditions be listed in the appropriate spaces; i.e., rheumatic fever, mitral valve prolapse, congenital heart disease, heart murmur, (functional or organic), allergies or hepatitis.\*

#### II. All Official High School And College Transcripts

- A Cumulative GPA on all college transcripts must be 2.0 or better.
- B An official transcript documenting that the natural sciences have been taken within the last five years and the dental sciences have been taken within the last three years. If those courses are beyond the time limit, the applicant may qualify by challenge examination. The basic (natural) science challenge examination(s) must be completed prior to the selection/admission process. Dental sciences may be challenged after acceptance to the program.

#### III.

- A Minimum requirement for entrance in regular college courses must be met. If the applicant has completed a minimum of three credits of college English equivalent to ENC 1101 with a C or better and three in college mathematics equivalent to MGF 1104 with a C or better, he/she is exempt from taking an entrance test.
- B If test scores are such that college preparatory work is required in English, reading or mathematics, this work must be successfully completed prior to selection.
- C Entrance scores less than required for entrance into regular college courses may be accepted if the applicant has:
  1. Completed 24 semester hours of college work (not including remedial courses),
  2. Successfully completed any remediation as in III-B above,
  3. Completed at least 6 college semester hours of natural science with grades of C or better,
  4. A college cumulative GPA of 2.0 or better.
- D If the applicant does not have a degree from an accredited college/university, and does not have courses as indicated in

III-A above, then the applicant must complete the course work noted in III-C 1-4 inclusive.

It is strongly recommended that the student complete as many as possible of the core courses with emphasis on the natural sciences (anatomy and physiology, microbiology and chemistry) prior to application to the program.

*\* Upon acceptance to the program, the student with a history of hepatitis must present a letter from physician or clinic stating whether it was type A, type B, or type Non A-Non B. If it is hepatitis B or hepatitis Non A-Non B, the student must present proof he/she is not a carrier by having the HB Antibody/HBS Antigen test.*

## DENTAL HYGIENE (A.S. 07-151)

### Core Requirement

Course	Title	Semester Hours Credit
	*Humanities . . . . .	3
APB 1170	Microbiology . . . . .	2
APB 1170L	Microbiology Laboratory . . . . .	1
APB 1811	Anatomy and Physiology I . . . . .	3
APB 1811L	Anatomy and Physiology I Laboratory . . . . .	1
APB 1812	Anatomy and Physiology II . . . . .	3
APB 1812L	Anatomy and Physiology II Laboratory . . . . .	1
CHM 1015	Principles of Chemistry . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
HUN 1201	Elements of Nutrition . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
POS 1001**	Introduction to Political Science . . . . .	3
PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
	Physical Education . . . . .	2
DEH 1003	Clinical Dental Hygiene I . . . . .	3
DEH 1003L	Clinical Dental Hygiene I Laboratory . . . . .	3
DEH 2600	Periodontics I . . . . .	1
DEH 2720	Preventive Dentistry I . . . . .	1
DES 1000	Dental Anatomy . . . . .	2
DES 1000L	Dental Anatomy Laboratory . . . . .	1
DES 1200C	Dental Radiology . . . . .	2
DEH 1800C	Clinical Dental Hygiene II . . . . .	7
DEH 2604	Periodontics II . . . . .	1
DEH 2722	Preventive Dentistry II . . . . .	2
DES 1030	Oral Embryology and Histology . . . . .	2
DES 1050	Pharmacology I . . . . .	1
DEH 2701	Community Dentistry . . . . .	2
DES 1051	Pharmacology II . . . . .	1
DEH 2605	Periodontics III . . . . .	1
DEH 2724	Preventive Dentistry III . . . . .	1
DEH 2804C	Clinical Dental Hygiene III . . . . .	5
DES 1047	General and Oral Pathology . . . . .	1
DES 1100C	Elements of Dental Materials for Dental Auxiliaries . . . . .	2
DEH 2606	Periodontics IV (Externship) . . . . .	3
DEH 2806C	Clinical Dental Hygiene IV . . . . .	7

\* AML 2022, ENL 2010, ENL 2020, LIT 2110, LIT 2120, ARH 1000, or MUL 1010 may be taken.

\*\*POS 2041 or AMH 2010 may be substituted.

If a student has withdrawn from or failed a clinical Dental Hygiene

course, he/she must audit the prerequisite clinical course before repeating for grade the course withdrawn from or failed.

The proposed and recommended main body of the dental hygiene curriculum is built on the premise that all the support courses would have been completed by the beginning of the fall semester of the two years of dental hygiene.

However, there is time built into the schedule for completion of some of the support courses during the spring and summer six-week terms, should this prove necessary. This flexibility allows for the student applicant to repeat any courses below the C grade level, and also allows the applicant missing only a few support courses completion within a two-year dental hygiene time frame.

#### Graduate Dental Hygienists

DEH 2930*	Special Topics to Update Clinical Skills . . . . .	2
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\* Designed for graduate Dental Hygienists. Offered fall and winter. Call Dental Health Services office for details.

#### DIETETICS/FOODS AND NUTRITION (A.A. 23-074)

A suggested curriculum for students who are interested in university preparation for professional positions in nutrition and dietetics, including coordinated undergraduate program. It allows students to fulfill their basic requirements before transferring to the upper-level university.

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
CHM 1040	General Chemistry I . . . . .	3
CHM 1041	General Chemistry II . . . . .	3
CHM 1041L	General Chemistry II Laboratory . . . . .	1
CHM 2046	General Chemistry III . . . . .	3
CHM 2046L	General Chemistry III Laboratory . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
FSS 1210	Basic Food Preparation . . . . .	3
HUN 1201	Elements of Nutrition . . . . .	3
MAT 1033	Intermediate Algebra . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
	Physical Education . . . . .	2
AML 2010	American Literature to 1865 . . . . .	3
APB 1170	Microbiology . . . . .	2
APB 1170L	Microbiology Laboratory . . . . .	1
CHM 2210	Organic Chemistry I . . . . .	3
CHM 2210L	Organic Chemistry I Laboratory . . . . .	1
CHM 2211	Organic Chemistry II . . . . .	3
CHM 2211L	Organic Chemistry II Laboratory . . . . .	1
ECO 2013	Principles of Economics I (MACRO) . . . . .	3
FSS 1221	Principles of Quantity Food Production . . . . .	4
HSC 2200	Health Concepts & Strategies . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3

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\*POS 2041 or AMH 2010 may be substituted.

NOTE: Consultation with an advisor is essential to insure proper sequence of courses.

#### DIETETIC TECHNICIAN (A.S. 23-512)

This program prepares students for a career in the field of dietetics. The Dietetic Technician is trained to assist the Registered Dietitian (R.D.) in providing nutritional care to individuals and groups. The curriculum has been developed along the guidelines of the American Dietetic Association.

Upon successful completion of this course, students may fill positions in health care and educational facilities, such as hospitals, skilled nursing facilities, schools, residential and group care facilities, day care centers, and community agencies.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
FSS 1210	Basic Food Preparation . . . . .	3
HUN 1201	Elements of Nutrition . . . . .	3
MAT 1033	Intermediate Algebra . . . . .	3
PSY 2012	General Psychology . . . . .	3
BSC 1010	Principles of Biology . . . . .	3
DIE 1412	Dietetic Technician I . . . . .	3
DIE 1419	Practicum I . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	Humanities . . . . .	3
HUN 1501	Community Nutrition . . . . .	3
	Physical Education . . . . .	2
DIE 2211	Dietetic Technician II . . . . .	3
DIE 2270	Practicum II . . . . .	3
FSS 1221	Principles of Quantity Food Production I . . . . .	4
SPC 1600	Fundamentals of Speech . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
DIE 2120	Dietetic Technician III . . . . .	4
DIE 2170	Practicum III . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
	Elective . . . . .	3

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#### EMERGENCY MEDICAL SERVICE TECHNOLOGY

This program is designed for the individual who wishes to increase his/her knowledge in the area of scientific principles related to the paramedic skill areas. The graduate will also obtain the needed knowledge and skills in management and human relations aspects of supervision.

#### Paramedic Admissions

1. A college-level entrance test must be taken prior to being considered for selection into the program and minimum scores in the area of mathematics and English must be achieved. If the applicant has completed a minimum of three credits of college English with a C or better and three credits in college mathematics with a C or better, he/she is exempt from taking the entrance test.
2. Minimum requirements for entrance into regular college courses must be met.
3. The applicant must currently be a Florida State Certified EMT prior to admission to the class.
4. Applicants must complete a physical examination form, if they do not have one on file with their employer. If the physical examination form is on file with the employer, a copy must be submitted with the application to the paramedic program. The physical examination form must be less than one year old.

**Course Enrollment Requirements**

Personnel selected for enrollment in the Paramedic class must:

1. Be a resident of the state of Florida.
2. Be free of habituating agents.
3. Be able to lift 100 pounds.
4. Furnish medical evidence prior to final class selection that their physical condition allows them to satisfactorily perform paramedical competencies.
5. The individual must provide proof of personal accident insurance.

*NOTE: At present, because of equipment, clinical and staffing restrictions, all Paramedic classes shall be conducted on the Central Campus.*

**EMERGENCY MEDICAL SERVICE TECHNOLOGY**  
**(A.S. 23-449)**

Course	Title	Semester	Hours	Credit
EMS 1119C*	Emergency Medical Tech/EMT . . . . .	6		
EMS 1271	Paramedic I . . . . .	2		
EMS 1271L	Paramedic Skill I Laboratory . . . . .	3		
EMS 1272	Paramedic II . . . . .	6		
EMS 1272L	Paramedic Skill II Laboratory . . . . .	1		
EMS 1294L	Clinical/Field Rotation I . . . . .	7		
EMS 1273	Paramedic III . . . . .	6		
EMS 1273L	Paramedic Skills III Laboratory . . . . .	1		
EMS 1295L	Clinical/Field Rotation II . . . . .	7		
APB 1811	Anatomy and Physiology I . . . . .	3		
APB 1811L	Anatomy and Physiology I Laboratory . . . . .	1		
APB 1812	Anatomy and Physiology II . . . . .	3		
APB 1812L	Anatomy and Physiology II Laboratory . . . . .	1		
CGS 1361	Introduction to Computers . . . . .	3		
ENC 1101	Freshman Communications I . . . . .	3		
GEB 1011	Introduction to Business . . . . .	3		
HSC 2200	Health Concepts and Strategies . . . . .	3		
MAN 2021**	Principles of Management . . . . .	3		
MNA 2100	Human Relations . . . . .	3		
MNA 2345	Principles of Supervision . . . . .	3		
MGF 1104	Mathematics for College Students . . . . .	3		
MRE 2001	Medical Terminology . . . . .	3		
PSY 2012	General Psychology . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
SYG 2000***	Introduction to Sociology . . . . .	3		
	Humanities . . . . .	3		
	Physical Education . . . . .	2		
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**Elective**

EMS 1331	Aeromedical Transport . . . . .	3		
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\*These credits will be awarded to individuals who possess a current Florida State Certified EMT Certificate.

\*\*FFP 2100 and FFP 2410 may be substituted with approval by division chair.

\*\*\*AMH 2010, POS 1001, POS 2041, or SYG 1440 may be substituted.

**HUMAN SERVICES TECHNOLOGY (A.S. 23-345)**

The Human Services Specialist is a caring, concerned, professionally-trained individual, with the knowledge, skills and attitudes essential for this helping profession. He/she will be equipped to make a useful contribution in meeting the needs of individuals and groups of people whose problems require professional assistance. This innova-

tive program trains a student to be a beginning professional in just two years.

Upon graduation from this two-year program, the students are quickly employed in such areas as: children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, counseling the elderly, the socially and economically handicapped, the mentally or emotionally handicapped, and many others who need help. The students become counselors, interviewers, outreach workers, case managers, behavior modification specialists, etc.

An important part of the program at Palm Beach Community College is the supervised clinical field work experience which the student receives in an agency, organization or program of his/her choice. Here the student receives "on-the-job" training, under the supervision of experienced professionals. Many students are offered jobs while in their fieldwork experience training.

Course	Title	Semester	Hours	Credits
CLP 2002	Personality Development . . . . .	3		
DEP 2102	Child Growth and Development . . . . .	3		
ENC 1101	Freshman Communications I . . . . .	3		
ENC 1102	Freshman Communications II . . . . .	3		
GEY 2000	Gerontology . . . . .	3		
	or			
HUS 1531	Counseling the Chemically Dependent Person (3)			
HSC 1400	Standard First Aid and CPR . . . . .	1		
HSC 2200	Health Concepts and Strategies . . . . .	3		
HUS 1003*	Introduction to Human Services . . . . .	3		
HUS 1100*	Interviewing and Counseling . . . . .	3		
HUS 1200*	Principles of Group Dynamics . . . . .	3		
HUS 1850**	Field Work in Human Services I . . . . .	2		
HUS 1850L**	Field Work in Human Services I Lab . . . . .	2		
HUS 2520	Psychotherapy: Theory and Practice . . . . .	3		
HUS 2851**	Field Work in Human Services II . . . . .	2		
HUS 2851L**	Field Work in Human Services II Lab . . . . .	2		
MGF 1104	Mathematics for the College Student . . . . .	3		
PSY 2012*	General Psychology . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
SYG 2000	Introduction to Sociology . . . . .	3		
	or			
SYG 1440	Introduction to the Social Sciences (3)			
SYG 2430	Marriage and Family . . . . .	3		
SYG 2361	Death and Dying . . . . .	3		
	Humanities . . . . .	3		
	Physical Education . . . . .	2		
	Natural Science . . . . .	3		

\*These courses should be taken together.

\*\*These are eight-week modules. These courses should be taken together.

**MEDICAL TECHNOLOGY (A.A. 23-036)**

Ninety semester hours of preliminary work are required for admission to the institution offering the final year of laboratory instruction. While 90 of these hours may be taken at a community college, the student will receive only an M.T. designation and no bachelor's degree upon completion of the clinical year. If a baccalaureate degree is desired along with the M.T., the student must complete the third year of preliminary work at a baccalaureate degree-granting institution. The requirements for the A.A. degree at Palm Beach Community College will be fulfilled at the end of the school year in the program outlines.

Course	Title	Semester Hours	Credit
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation (3)		
BSC 1010	Principles of Biology . . . . .	3	
BSC 1010L	Principles of Biology Laboratory . . . . .	1	
CHM 1041	General Chemistry II . . . . .	3	
CHM 1041L	General Chemistry II Laboratory . . . . .	1	
CHM 2046	General Chemistry III . . . . .	3	
CHM 2046L	General Chemistry III Laboratory . . . . .	1	
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
MAC 1102	Algebra for College Students . . . . .	3	
MAC 1114	Trigonometry . . . . .	3	
ZOO 1013	General Zoology . . . . .	3	
ZOO 1013L	General Zoology Laboratory . . . . .	1	
	Physical Education . . . . .	2	
CHM 2210	Organic Chemistry I . . . . .	3	
CHM 2210L	Organic Chemistry I Laboratory . . . . .	1	
CHM 2211	Organic Chemistry II . . . . .	3	
CHM 2211L	Organic Chemistry II Laboratory . . . . .	1	
PHY 2053	General Physics I . . . . .	4	
PHY 2048L	General Physics I Laboratory . . . . .	1	
PHY 2054	General Physics II . . . . .	4	
PHY 2049L	General Physics II Laboratory . . . . .	1	
POS 1001*	Introduction to Political Science . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
	Literature . . . . .	3	

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\*POS 2041 or AMH 2010 may be substituted.

NOTE: Some colleges offering Medical Technology highly recommend some of the following courses in addition to the above requirements: BOT 1010, BOT 1010L, CGS 1361, PHI 1100, STA 2014.

## NURSING

This program is approved by the Florida State Board of Nursing, and graduates are eligible to take the examination for licensure to practice as registered nurses. Any student arrested must have the charge reviewed by the State Board of Nursing prior to writing the licensure exam. The program leads to graduation with the Associate in Science degree. Clinical experience is in local hospitals and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation.

All nursing courses must be taken in sequence, and a grade of C or better must be earned in BOTH the clinical and academic components of each course. Other courses listed must be taken in the sequence designated or prior to the nursing course.

The student must maintain at least a C average to remain in the program and must make a C or above in all nursing courses, Anatomy and Physiology, and Microbiology. Sciences must have been taken within ten years, with the exception of Chemistry. It is strongly recommended that Anatomy and Physiology be taken prior to entering the program.

## Nursing Admissions

To be considered for selection, applicants for the Associate in Science degree in Nursing must provide the following documents and

information directly to the PBCC Selected Admissions office, at the Central Campus, by March 1st for fall term classes and October 1st for winter term classes. **Meeting the criteria for selection does not guarantee admission to the Nursing Program. Final selection will be based on the applicant pool. Florida residents have priority in the selection process.** These criteria supersede any previously published information.

### I. Application/fee:

Submit a completed PBCC Nursing Program application to the PBCC Selected Admissions office (Central Campus) and pay the appropriate application fee. **Application Fee (nonrefundable):** \$20.00 U.S. citizen, \$30 international (U.S. currency). Currently enrolled or former PBCC students do not have to submit application fee.

### II. Transcripts:

- A. All students must submit their final high school or GED transcript directly to the Selected Admissions office. Students must have a high school diploma from an accredited institution or a state high school equivalency diploma (GED), in order to be eligible to take the Florida Licensure (Board) exam.
- B. College-transfer students must submit official transcript(s) from all colleges attended.  
Any student falsifying application records will be subject to immediate dismissal without a refund. All credentials submitted become the property of the College and cannot be returned.

### III. Chemistry:

Submit an official transcript documenting completion (grade of C or higher) of one year of high school or one semester of college chemistry (CHM 1015 or its equivalent).

### IV. Ratio and Proportion:

Submit documentation of successful completion (by challenge exam or grade of C or higher) of Ratio and Proportion (MGF 1109).

### V. Anatomy and Physiology:

Submit documentation of successful completion of Anatomy and Physiology I Lecture and Lab with a grade of C or higher within the last ten years.

### VI. Medical Examination:

A medical examination form completed within one year prior to selection. The form must indicate required immunization dates within the last ten years.

### VII. Entrance Test:

- A. Satisfactory scores on entrance test.
- B. If subsections of the test indicate the need for remedial course work in English, math or reading, this must be successfully completed prior to selection.
- C. Students whose test scores indicate need for remedial work must complete all remediation. If more than one area of remediation is needed the student must also complete 12 hours of college work with a C average. This must include:
  1. 6 hours of natural science with a C.
  2. Freshman Communications with a C.
  3. College math with a C (Ratio & Proportion 1 credit).
- D. Students who attend PBCC prior to 1982 do not need to take the entrance test but must meet the 12 hours of credit with a C average. These 12 hours must include 6 hours of natural science with a C, Freshman English with a C and College math with a C (Ratio & Proportion 1 credit).

New transfer students must take placement test if they have **NOT** had College math AND English. If they have had College **MATH** and **ENGLISH** they do **NOT** need the placement test but they will need to have 6 hours of natural science with a C.

**ALL** of the above requirements must be completed before the applicant will be selected.

Both men and women are eligible to apply, regardless of marital status or age.

Applicants whose records are not completed by March 1 for the fall class or October 1 for winter class may be considered if vacancies are available prior to the beginning of the term. Applicants must reapply if they wish to be considered for the subsequent class. There is no "waiting list." Each class is selected from the new applicant pool.

If more than one failure in a clinical nursing course is received, or if the student withdraws because he/she is failing more than two times from a clinical nursing course, he/she may not reenter the program. If the student is not an LPN, he/she may complete the LPN program and reapply.

Students may challenge the nursing courses if previous experience and academic preparation warrant. Challenge examination must be arranged through the head of the nursing program.

## NURSING (A.S. 13-301)

### FALL TRACK

#### First Year - Fall/Winter/Spring/Summer

Course	Title	Fall/Winter	
		Semester	Hours Credit
APB 1170	Microbiology	2	
APB 1170L	Microbiology Laboratory	1	
APB 1812	Anatomy and Physiology II	3	
APB 1812L	Anatomy and Physiology II Laboratory	1	
NUR 1023C	Nursing Concepts	8	
NUR 2130	Human Growth & Development	3	
NUR 1210C	Nursing Process I-B	7	
NUR 1211C	Nursing Process I-A	7	
HUN 1201	Elements of Nutrition	3	
		35	

#### Spring

NUR 2421C *	Nursing Process II-B	7	
NUR 2310C *	Nursing Process II-C (7)		
NUR 2214C *	Nursing Process II-D (7)		
NUR 2520C *	Nursing Process II-E (7)		
		7	

#### Summer

Humanities	3	
Physical Education	1	
		4

### Second Year - Fall/Winter

**TWO** of the following **Nursing Process** courses in the **Fall** term and **ONE** in the **Winter** term

Course	Title	Semester	Hours Credit
NUR 2421C *	Nursing Process II-B	7	
NUR 2310C *	Nursing Process II-C	7	
NUR 2214C *	Nursing Process II-D	7	
NUR 2520C *	Nursing Process II-E (7)		

Plus

SYG 2000	Introduction to Sociology	3	
or			
SYG 1440	Introduction to the Social Sciences (3)		
ENC 1101	Freshman Communications I	3	
	Physical Education	1	
SPC 1600	Fundamentals of Speech	3	
	**Mathematics	2	
		33	

*\* No Nursing Process II classes may be taken until Anatomy and Physiology I and II lecture and laboratory, Microbiology lecture and laboratory with a C within 10 years, and Nutrition and Human Growth and Development are taken.*

*\*\* Mathematics electives: STA 1021, MGF 1111, MGF 1112--two of these one-credit courses or MGF 1104 or MAT 1033.*

### WINTER TRACK

#### First Year - Winter/Spring/Fall

Course	Title	Winter/Spring	
		Semester	Hours Credit
APB 1170	Microbiology	2	
APB 1170L	Microbiology Laboratory	1	
APB 1812	Anatomy and Physiology II	3	
APB 1812L	Anatomy and Physiology II Laboratory	1	
NUR 1023C	Nursing Concepts	8	
NUR 2130	Human Growth & Development	3	
	Humanities	3	
	** Mathematics	2	
	Physical Education	1	
		24	
		Fall	
HUN 1201	Elements of Nutrition	3	
NUR 1210C	Nursing Process I-B	7	
NUR 1211C	Nursing Process I-A	7	
		17	

#### Second Year - Winter/Spring/Fall

**TWO** of the following **Nursing Process** courses in the **Winter** term and **ONE** in the **Spring** term

Course	Title	Winter/Spring	
		Semester	Hours Credit
NUR 2421C *	Nursing Process II-B	7	
NUR 2310C *	Nursing Process II-C	7	
NUR 2214C *	Nursing Process II-D	7	
NUR 2520C *	Nursing Process II-E (7)		
Plus			
SYG 2000	Introduction to Sociology	3	
or			
SYG 1440	Introduction to the Social Sciences (3)		
	Physical Education	1	
		25	
		Fall	
NUR 2421C *	Nursing Process II-B	7	
NUR 2310C *	Nursing Process II-C		

NUR 2214C *	Nursing Process II-D (7)	
NUR 2520C *	Nursing Process II-E (7)	
SYG 2000	Introduction to Sociology . . . . .	3
SYG 1440	Introduction the Social Sciences (3)	
SPC 1600	Fundamentals of Speech . . . . .	3
ENC 1101	Freshman Communications . . . . .	3

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\* No Nursing Process II classes may be taken until Anatomy and Physiology I and II lecture and laboratory, Microbiology lecture and laboratory with a C within 10 years, and Nutrition and Human Growth and Development are taken.

\*\* Mathematics electives: STA 1021, MGF 1111, MGF 1112--two of these one-credit courses or MGF 1104 or MAT 1033.

## TWELVE MONTH LPN TO RN PROGRAM

### Twelve Month LPN to RN Admissions

The transitional student may enter the nursing program any semester in which he/she qualifies.

Minimum requirements for admission:

1. Be a licensed practical nurse.
2. Have at least a 2.0 average on all college work.
3. Have at least a C in Anatomy and Physiology, Microbiology and Chemistry. Sciences must have been taken within ten years with exception of chemistry.
4. Have passed the challenge examination in Nursing Concepts.
5. Have completed the Twelve Month LPN to RN Pre-requisite program
6. Students will need to have accident insurance of some type.
7. Students will need to have physical examinations.
8. Students must have had a minimum of six months full-time work experience within the last five years or have graduated from the LPN program within the last five years.
9. Students must have current CPR Certification.
10. A mathematics dosage examination must be passed before selection. See the nursing office.
11. Credit will be given when the applicant has passed the NUR 1023 Nursing Concepts (8 semester credit hours) challenge examination with at least a C grade:

### TWELVE MONTH LPN TO RN PREREQUISITE (AS 13-300)

APB 1170	Microbiology . . . . .	2
APB 1170L	Microbiology . . . . .	1
APB 1811	Anatomy and Physiology I . . . . .	3
APB 1811L	Anatomy and Physiology I Laboratory . . . . .	1
APB 1812	Anatomy and Physiology II . . . . .	3
APB 1812L	Anatomy and Physiology II Laboratory . . . . .	1
CHM 1015	Principles of Chemistry . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
HUN 1201*	Elements of Nutrition . . . . .	3
MGF 1109*	Ratio and Proportion for Nurses . . . . .	1
NUR 2000**	Introduction to Professional Nursing . . . . .	1
NUR 2130*	Human Growth and Development . . . . .	3
	Physical Education . . . . .	
	(If under 35 years of age) . . . . .	2

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\*May be challenged. Must do so before time to sign up for registration.

\*\*May be taken concurrently with the first nursing course. (Courses to be taken after student has met prerequisites)

## TWELVE MONTH LPN TO RN (A.S. 13-301)

### FALL TRACK

#### Fall/Winter/Spring/Fall

Course	Title	Fall/Winter Semester Hours Credit
NUR 1210	Nursing Process I-B . . . . .	7
NUR 1211	Nursing Process I-A . . . . .	7
NUR 2000 **	Introduction to Professional Nursing . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
NUR 2421C *	Nursing Process II-B . . . . .	7
NUR 2310C *	Nursing Process II-C . . . . .	7
NUR 2214C *	Nursing Process II-D (7)	
NUR 2520C *	Nursing Process II-E (7)	
Plus		
SPC 1600	Fundamentals of Speech . . . . .	3
	Physical Education . . . . .	1
		18/18

#### Spring/Fall

NUR 2421C *	Nursing Process II-B . . . . .	7
NUR 2310C *	Nursing Process II-C (7)	
NUR 2214C *	Nursing Process II-D (7)	
NUR 2520C *	Nursing Process II-E (7)	
NUR 2421C *	Nursing Process II-B . . . . .	7
NUR 2310C *	Nursing Process II-C (7)	
NUR 2214C *	Nursing Process II-D (7)	
NUR 2520C *	Nursing Process II-E (7)	
	plus	
SYG 2000	Introduction to Sociology . . . . .	3
	or	
SYG 1440	Introduction to the Social Sciences (3)	
	Humanities . . . . .	3
	**Mathematics . . . . .	2
	Physical Education . . . . .	1
		7/16

\* No Nursing Process II classes may be taken until Anatomy and Physiology I and II lecture and laboratory, Microbiology lecture and laboratory with a C within 10 years, and Nutrition and Human Growth and Development are taken.

\*\*May be taken as a prerequisite.

\*\*\*Mathematics electives: MGF 1111, MGF 1112, STA 1021--two of these one-credit courses or MGF 1104 or MAT 1033.

### WINTER TRACK

#### Winter/Spring/Fall/Winter

Course	Title	Winter/Spring Semester Hours Credit
NUR 1210C	Nursing Process I-B . . . . .	7
NUR 1211C	Nursing Process I-A . . . . .	7
NUR 2000 **	Introduction to Professional Nursing . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
NUR 2421C	Nursing Process II-B . . . . .	7
NUR 2310C	Nursing Process II-C (7)	
NUR 2214C	Nursing Process II-D (7)	
NUR 2520C	Nursing Process II-E (7)	
		18/7

**TWO of the following Nursing Process courses in the Fall term and ONE in the Winter term****Fall/Winter**

NUR 2421C	Nursing Process II-B	7
NUR 2310C	Nursing Process II-C	7
NUR 2214C	Nursing Process II-D (7)	
NUR 2520C	Nursing Process II-E (7)	
	plus	
SPC 1600	Fundamentals of Speech	3
	Physical Education	1
NUR 2421C	Nursing Process II-B	7
NUR 2310C	Nursing Process II-C (7)	
NUR 2214C	Nursing Process II-D (7)	
NUR 2520C	Nursing Process II-E (7)	
	plus	
SYG 2000	Introduction to Sociology	3
	or	
SYG 1440	Introduction to the Social Sciences (3)	
	Humanities	3
	***Mathematics	2
	Physical Education	1

18/16

*\*No Nursing Process II classes may be taken until Anatomy and Physiology I and II lecture and laboratory, Microbiology lecture and laboratory with a C within 10 years, and Nutrition and Human Growth and Development are taken.*

*\*\*May be taken as a prerequisite.*

*\*\*\*Mathematics electives: MGF 1111, MGF 1112, STA 1021--two of these one-credit courses or MGF 1104 or MAT 1033.*

**PRE-NURSING (A.A. 13-302)**

This program is intended to give the student the first two years of a four-year course leading to a Bachelor's degree in Nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing to obtain optimum choice of courses at PBCC. In some cases, it may be advisable to transfer at the end of the freshman year.

Course	Title	Semester Hours Credit
APB 1811	Anatomy and Physiology I	3
APB 1811L	Anatomy and Physiology I Laboratory	1
CHM 1040*	General Chemistry I	3
ENC 1101**	Freshman Communications I	3
MAC 1102	Algebra for College Students	3
PSY 2012	General Psychology	3
APB 1812	Anatomy and Physiology II	3
APB 1812L	Anatomy and Physiology II Laboratory	1
CHM 1041	General Chemistry II	3
CHM 1041L	General Chemistry II Laboratory	1
ENC 1102**	Freshman Communications II	3
MGF 1104	Mathematics for College Students	3
POS 1001 ***	Introduction to Political Science	3
APB 1170	Microbiology	2
APB 1170L	Microbiology Laboratory	1
ARH 1000	Art Appreciation	3
	or	
MUL 1010	Music Appreciation (3)	
CHM 2046	General Chemistry III	3

CHM 2046L	General Chemistry III Laboratory	1
HSC 2200	Health Concepts and Strategies	3
	Physical Education	2
NUR 2130	Human Growth and Development	3
HUN 1201	Elements of Nutrition	3
SPC 1600 **	Fundamentals of Speech	3
SYG 2000	Introduction to Sociology	3
	or	
SYG 1440	Introduction to the Social Sciences (3)	
	**Literature	3

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*\*May be replaced by another A.A. transfer course if high school chemistry and algebra are completed satisfactorily.*

*\*\*Must earn a C or better.*

*\*\*\*POS 2041 or AMH 2010 (required in many BSN programs) may be substituted.*

**OCCUPATIONAL THERAPY (A.A. 23-237)**

This is a PRE-Occupational Therapy program for students who are planning to apply to a program that offers a B.S. in Occupational Therapy. In Florida, such programs are offered at the University of Florida, Florida International University and Florida Agriculture and Mechanical University.

Course	Title	Semester Hours Credit
	Communications	9
	Health	3
	Humanities	6
	* Mathematics	6
	Physical Education	2
	* Science	6
	Social Science	6
APB 1811*	Anatomy and Physiology I	3
APB 1811L*	Anatomy and Physiology I Laboratory	1
STA 2014*	Statistics	3
DEP 2102	Child Growth and Development	3
OTH 1001	Introduction to Occupational Therapy	3
PSY 2012	General Psychology	3

**Electives, 12 hours**

ANT 2000	Introduction to Anthropology	3
ART 1100C	Introduction to Crafts	3
ART 1110C	Introduction to Ceramics	3
COP 1170	Programming in BASIC	3
REL 2300	Introduction to Major Religions of the World	3

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*\* These courses may be completed through general education. Selections should be made in consultation with an academic advisor.*

**OCCUPATIONAL THERAPY ASSISTANT****Occupational Therapy Assistant Admissions**

Applicants for this program must provide the following documents directly to the PBCC Special Admissions office for the fall semester entrance. This program stresses early application for preadmissions counseling.

- A A completed application form submitted by April 15
- B An interview completed by May 15
- C Transcripts:

1. High school transcript that documents the award of a diploma.
2. Applicants with previous college work must also request each college attended to send an official transcript to the Admissions office. Cumulative grade point average must be at least 2.0 in all previous college work attempted.
3. An official transcript showing the completion of Anatomy and Physiology I with Lab with a C or better grade, or a paid schedule that shows the applicant is currently enrolled in Anatomy and Physiology I and Lab or its equivalent.

**D Satisfactory entry test scores:**

1. If remediation is indicated, the applicant must have satisfactorily completed all required college preparatory courses
2. Test scores are not required if applicant is continuously enrolled or a transfer student and has completed college English and math with a grade of C or better. The applicant with transfer credit who has not completed college English and math MUST complete testing for placement scores prior to admission to O.T.A. program and complete any needed remediation.

Declared A.A. candidates for Pre-Occupational Therapy taking Introduction to Occupational Therapy are excluded from the Anatomy and Physiology Lab requirement.

*NOTE: Applicants whose records are not complete may be considered IF vacancies are available prior to the beginning of the term. Applicants not accepted must reapply if they wish to be considered for subsequent class.*

### **OCCUPATIONAL THERAPY ASSISTANT (A.S. 23-240)**

The Occupational Therapy Assistant is trained to work under the direct supervision of a Registered Occupational Therapist (OTR) giving treatment to patients with physical or psychological disabilities. The assistant may also work independently in programs to prevent disability and maintain health. The curriculum has been developed according to the essentials (guidelines) developed by the American Occupational Therapy Association and has received full approval from that organization. Graduates are eligible to take the national certification examination given by the American Occupational Therapy Certification Board. When they have passed the certification examination, they are eligible for licensure with the State of Florida.

Course	Title	Semester	Hours	Credit
ENC 1101	Freshman Communications I	1	3	
OTH 1001	Introduction to Occupational Therapy	1	3	
OTH 1800	Occupational Therapy Practicum I	2	2	
PSY 2012	General Psychology	3	3	
MGF 1104	Mathematics for the College Student	3	3	
SPC 1600	Fundamentals of Speech	3	3	
	Physical Education	2	2	
DEP 2102	Child Growth and Development	3	3	
LEI 2700C	Recreation for the Aged and Special Population	3	3	
OTH 1121C	Therapeutic Media	2	2	
OTH 1300C	Psychiatric Occupational Therapy	3	3	
OTH 1014L	Kinesiology for Occupational Therapy	1	1	
OTH 2410	Introduction to Human Disease	3	3	
	Social Science	3	3	
HSC 1400	Standard First Aid and CPR	1	1	
HSC 2200	Health Concepts and Strategies	3	3	

OTH 1520C	Pediatric Occupational Therapy	3	
OTH 1802	Occupational Therapy Practicum II	1	
OTH 2100C	Occupational Therapy Activities Laboratory	3	
OTH 2420	Occupational Therapy for the Physically Disabled	3	
OTH 2840	Supervised Clinical Practice I	5	
OTH 2841	Supervised Clinical Practice II	5	
OTH 2933	Seminar for Clinical Practice	1	
	Humanities	3	

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*NOTE: APB 1811 and APB 1811L MUST be taken as a prerequisite for program application.*

### **PHYSICAL THERAPY (A.A. 23-228)**

This is a Pre-Physical Therapy program for students planning to apply to a professional Physical Therapy program. In Florida, the professional Physical Therapy programs are located at University of Florida, University of Miami, Florida International University and Florida A and M University

Course	Title	Semester	Hours	Credit
ARH 1000	Art Appreciation	3		
	or			
MUL 1010	Music Appreciation (3)	3		
BSC 1010	Principles of Biology	3		
BSC 1010L	Principles of Biology Laboratory	1		
CHM 1041	General Chemistry II	3		
CHM 1041L	General Chemistry II Laboratory	1		
CHM 2046	General Chemistry III	3		
CHM 2046L	General Chemistry III Laboratory	1		
ENC 1101	Freshman Communications I	3		
ENC 1102	Freshman Communications II	3		
HSC 2200	Health Concepts and Strategies	3		
MAC 1102	Algebra for College Students	3		
ZOO 1013	General Zoology	3		
ZOO 1013L	General Zoology Laboratory	1		
	Physical Education	2		
DEP 2102	Child Growth and Development	3		
HSC 1400	Standard First Aid and CPR	1		
PHY 2053	General Physics I	4		
PHY 2048L	General Physics I Laboratory	1		
PHY 2054	General Physics II	4		
PHY 2049L	General Physics II Laboratory	1		
POS 1001*	Introduction to Political Science	3		
	or			
SYG 2000*	Introduction to Sociology (3)	3		
PSY 2012	General Psychology	3		
SPC 1600	Fundamentals of Speech	3		
STA 2014	Statistics	3		
	Literature	3		

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*\*POS 2041 or AMH 2010 may be substituted.*

### **RADIOLOGICAL TECHNOLOGY (A.S. 23-303)**

Radiologic technologists (RT's) combine the high technology of medical imaging with their skills of patient care to create an X-ray image or radiograph. These radiographs are used by radiologists and/or physicians in detection, diagnosis and treatment of disease or injury. This is a profession that requires a dependable personality with a mature and caring nature.

Palm Beach Community College offers an Associate in Science degree in Radiography. The program is a career-oriented, college-level technology consisting of classroom, lab and clinical experience.

The program has a twenty-four month, competency-based curriculum which includes practical experience in local hospitals and is designed to develop technical proficiency through extensive clinical exposure. In addition to radiography courses, the curriculum includes: communications, sociology, mathematics, anatomy and physics. The program is designed to begin in the winter term each year, and requires a full-time commitment between 7 a.m. and 3:30 p.m. daily.

Students are selected each fall term to begin study in radiography in the winter term of each academic year. The selection process is based on the following criteria:

#### ***I. Completed documents on file at Admissions office--Eissey Campus***

- A. College application, high school or equivalency diploma
- B. Official transcripts
- C. Medical examination, completed with immunization dates
- D. Placement test scores (ACT, SAT, ASSET, MAPS or CPT)
- E. Program counseling--by appointment: call 625-2510
- F. Clinical observation--8 hours in Radiology Department

#### ***II. Cumulative grade point average must be at least 2.0 in all previous college work attempted***

#### ***III. Placement test scores must be at college level in all areas***

#### ***IV. Consideration is given for prior college degree, health care experience, and/or completion of general education courses***

#### ***V. Florida citizens are given priority in the selection process***

Registered Technologists interested in pursuing an Associate in Science degree may be awarded 45 semester hours of college credit. An outline of courses to be completed by the student may be obtained from the Department of Radiography, Eissey Campus - 625-2511.

Course	Title	Semester Hours	Credit
RTE 1002	Introduction to Radiologic Technology . . .	3	
RTE 1504C	Radiographic Procedures I . . . . .	4	
RTE 1804	Clinical Education I . . . . .	2	
MAT 1033*	Intermediate Algebra . . . . .	3	
APB 1811	Anatomy and Physiology I . . . . .	3	
APB 1811L	Anatomy and Physiology Laboratory I . . .	1	
RTE 1308	Radiation Safety . . . . .	2	
RTE 1401	Radiographic Technique and Processing . .	2	
RTE 1814L	Clinical Education II . . . . .	4	
RTE 1512C	Radiographic Procedures II . . . . .	2	
RTE 1457C	Radiographic Technique II and Exposure . .	3	
RTE 1523C	Radiographic Procedures III . . . . .	4	
RTE 1824L	Clinical Education III . . . . .	2	
APB 1812	Anatomy and Physiology II . . . . .	3	
APB 1812L	Anatomy and Physiology II Laboratory . .	1	
PHY 1007	Physics for Allied Health Professions . . .	3	
RTE 2543	Advanced Medical Imaging . . . . .	3	
RTE 2613	Radiologic Physics . . . . .	3	
RTE 2834L	Clinical Education IV . . . . .	3	
SYG 2000*	Introduction to Sociology . . . . .	3	
ENC 1101	Freshman Communications . . . . .	3	
RTE 2844L	Clinical Education V . . . . .	4	
RTE 2473C	Quality Assurance/Quality Control . . . .	3	
RTE 2854L	Clinical Education VI . . . . .	3	
CGS 1060*	PC Starter . . . . .	1	
	Physical Education . . . . .	2	

SPC 1600	Fundamentals of Speech . . . . .	3
	Humanities . . . . .	3
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#### **\*Elective Options:**

Elective options are offered to students for the purpose of credit transferability. Students must confirm transferability with the upper-division school prior to enrollment in courses.

#### **Algebra**

MAT 1033 Intermediate Algebra or MAC 1102 Algebra for College Students

#### **Computer**

CGS 1060 PC Starter or CGS 1361 Introduction to Computers

#### **Sociology**

SYG 2000 Sociology or SYG 1440 Introduction to the Social Sciences

### **RESPIRATORY CARE**

#### **Respiratory Care Admissions**

Applicants for the Associate in Science degree program in Respiratory Care must provide the following documents directly to the Palm Beach Community College Admissions office by July 1 to be considered for selection.

Applicants whose records are not completed by July 1 for the fall class may be considered if vacancies are available prior to the beginning of the class.

Applicants must reapply if they wish to be considered for the subsequent term. There is no waiting list. Each class is selected from the new applicant pool.

The selection process is based on the following criteria:

#### **I. Application:**

- A. Satisfaction of PBCC admission requirements.
- B. A complete PBCC Respiratory Care Program Application.

#### **II. Transcripts:**

- A. Request your high school to mail your graduation transcript or GED to the Admissions office.
- B. Applicants with previous college work must also request each college attended to send an official transcript to the Admissions office.

#### **III. Medical Examination:**

- A. Medical examination completed within one year prior to August 1. The form MUST indicate immunization dates within the last TEN years.

#### **IV. Test Scores (Refer to Chapter 4 - Admissions - Entry Level Testing):**

- A. Minimum requirements for entrance into regular college courses must be met.
- B. If placement test scores indicate the need for remedial course work in English or mathematics this must be successfully completed prior to selection.
- C. Students without test scores must have completed both college level math and English with a C or better.

#### **V. Science Aptitude:**

- A. Preference is given to students that have three credits of college level science with a C or better. Anatomy and Physiology is strongly recommended but not required.

#### **VI. Cumulative Grade Point Average (GPA):**

Applicants must have 2.0 in all previous college work attempted

and have at least 12 or more semester hours of collegework in order to use college GPA; otherwise, high school GPA will be used.

### VII. Program Counseling:

- Interview with Respiratory Care staff at the Eissey Campus. Call 625-2587 to set up an appointment.
- Completion of Department Application information form.
- Clinical site visitation arranged by Respiratory Care staff.

It is strongly recommended that students complete the General Education classes and science requirements prior to entering the program due to the heavy time demand on clinicals.

### RESPIRATORY CARE TECHNOLOGY (A.S. 23-148)

Award of the A. S. degree in Respiratory Care enables the student to receive a Certificate of Completion to sit for the N.B.R.C. Registry Examination. An individual must first be a CRTT before taking the Registry Examination.

Successful passing of the N.B.R.C. exam earns the candidate the credential of Registered Respiratory Therapist (RRT).

Advanced placement for previous experience and academic preparation is considered through arrangement with the program manager.

Course	Title	Semester Hours Credit
	Respiratory Care Technician Certificate . . . . .	42
	Physical Education . . . . .	2
	Social Science . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Humanities . . . . .	3
CHM 1015	Principles of Chemistry . . . . .	3
RET 2280C	Fundamentals of Respiratory Care III . . . . .	7
RET 2877L	Clinical Internship IV . . . . .	2
APB 1170	Microbiology . . . . .	2
APB 1170L	Microbiology Lab . . . . .	1
PHY 1001	Applied Physics . . . . .	3
RET 2534C	Fundamentals of Respiratory Care IV . . . . .	7
RET 2878L	Clinical Internship V . . . . .	2
		<b>38</b>

Total Credits 80

*NOTE: All RET courses must be completed with a C or better and taken in sequence. Licensure in the State of Florida must meet Department of Professional Regulation standards.*

### SONOGRAPHY

Ultrasound (sonography) is a specialty in which the sonographer utilizes high resolution equipment to produce images of the human body. Under the supervision of a physician, the sonographer is responsible for the use and interpretation of ultrasound procedures. Sonography is a highly skilled allied health profession requiring judgment and capability in assisting the delivery of health care as it relates to this modality. Diagnostic ultrasound encompasses several distinct areas including abdominal sonography, neurosonography, echocardiography, obstetrical and gynecologic sonography, and vascular sonography. In each of these areas the sonographer must be knowledgeable of normal anatomy, expected pathology, applicable instrumentation, and image interpretation to produce quality diagnostic results.

Palm Beach Community College offers an Associate in Science degree in Diagnostic Medical Sonography. It is a career-oriented, college-level technology consisting of classroom, lab and clinical experience.

The degree program has a twenty-four month, competency-based

curriculum which includes practical experience in local hospitals and is designed to develop technical proficiency through extensive clinical exposure. In addition to sonography courses, the curriculum includes communications, sociology, mathematics, anatomy and physics. The program is designed to begin in the fall term each year and requires a full-time commitment between 8 a.m. and 4 p.m. daily. The program accepts ten (10) students per year.

This program has two (2) academic tracks:

- The prospective student must have completed a two-year recognized AMA Allied Health Training program that is patient-care related (Registered Nurse or Registered Radiographer). The College will award a certificate after completion of a twelve-month program in sonography.

#### OR

- The Associate of Science degree will be awarded upon completion of the general education year and the twelve months of sonography classes.

Students are selected each August for the fall term. The selection process is based on the following criteria:

- All documents must be completed and on file at PBCC Admissions office Edward M. Eissey Campus by June 1.
- Cumulative grade point average (GPA) is a factor. An overall 2.5 GPA is the minimum standard.
- Placement test scores are considered.
- Consideration given for prior college degree, health-care experience and/or completion of general education courses.
- Florida Citizens Will Have Priority In The Selection Process.**
- Selection preference is given to Registered Radiographers and Registered Nurses.
- A counseling session/open house is required and notice will be given.
- A medical examination must be completed within one year prior to the admission date with immunization dates included.
- Certificate programs follow the second year only.

### SONOGRAPHY (A.S. 23-310)

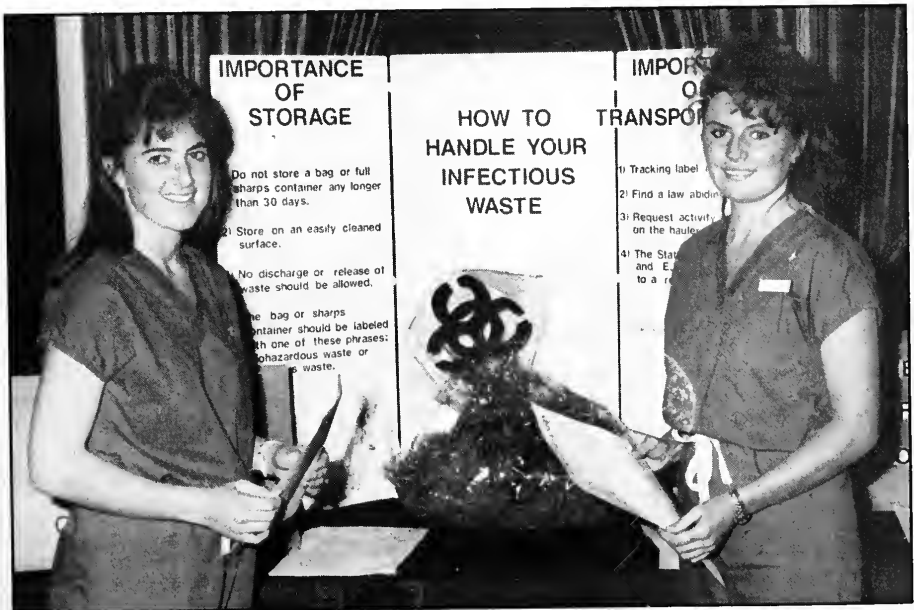
Course	Title	Semester Hours Credit
APB 1811	Anatomy and Physiology I . . . . .	3
APB 1811L	Anatomy and Physiology I Laboratory . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
MAT 1033	Intermediate Algebra . . . . .	3
MRE 2001	Medical Terminology . . . . .	3
APB 1812	Anatomy and Physiology II . . . . .	3
APB 1812L	Anatomy and Physiology II Laboratory . . . . .	1
HSC 1169C	Introduction to Allied Health . . . . .	3
PHY 1007	Physics for Allied Health . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Humanities Elective . . . . .	3
CGS 1060	PC Starter . . . . .	1
	Physical Education . . . . .	2
SYG 2000	Introduction to Sociology . . . . .	3
SON 2000	Practical Aspects of Sonography . . . . .	2
SON 2111	Abdominal Sonography I . . . . .	2
SON 2121	Ob/Gyn Sonography I . . . . .	2
SON 2111	Acoustical Physics and Instrumentation . . . . .	4
SON 2804L	Clinical Sonography I . . . . .	5
SON 2112	Abdominal Sonography II . . . . .	2
SON 2122	Ob/Gyn Sonography II . . . . .	2
SON 2215	Professional Issues in Sonography . . . . .	2
SON 2416	Sonographic Film Critique . . . . .	2
SON 2841L	Clinical Sonography II . . . . .	6

SON 2161	Neurosonography and Superficial Structures . . . . .	3
SON 1930	Interdisciplinary and Research Seminar . . . . .	1
SON 2824	Clinical Sonography III . . . . .	6
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#### Electives:

Elective options are offered to students for the purpose of credit transferability. Students must confirm transferability with the upper-division school prior to enrollment in courses.

PHY 1007 or PHY 2053; CGS 1060 or CGS 1361; MAT 1033 or MAC 1102; SYG 2000 or SYG 1440



## Certificate Programs

### CHEF APPRENTICESHIP CERTIFICATION PROGRAM (CT. 03-069)

This program prepares students for a career in the culinary arts field of the hospitality industry. This is a three-year work experience program related to particular academic courses required for certification. The student will work 6,000 hours in a hotel, restaurant, club, or resort under a chef designated by the local chapter of the American Culinary Federation. The student will simultaneously take the required courses during the three-year apprentice period. Upon completion of this program, the graduate will become a certified cook by the American Culinary Federation. This program is under the auspices of the American Culinary Federation (supervised by the local Palm Beach County Chapter); the State of Florida Bureau of Apprenticeship; and the United States Department of Labor.

The Chef Apprenticeship Experience is a clock-hour program meeting for 15 hours per module for six modules for a total of 90 hours.

Clock Hours			
HFT 0190	Module A-F Chef Apprenticeship Experience	90	
HFT 1860	Bar Management Fundamentals	15	
Course	Title	Semester Hours	Credit
FOS 1201	Food Service Sanitation	2	
FSS 1100	Menu Planning and Design	3	
FSS 1220C	Professional Cooking	3	
FSS 1221C	Principles of Quantity Food Production	4	
FSS 1300	Introduction to Food Service Management	3	
FSS 2100	Purchasing for the Hospitality Industry	3	
FSS 2246C	Baking	4	
FSS 2248C	Pastry and Garde Manger I	4	
FSS 2249C	Pastry and Garde Manger II	4	
FSS 2500	Food and Beverage Cost Control	3	
HFT 1850	Dining Room Management	3	
HFT 2220	Personnel Management Practices	3	
HUN 1001	Basic Nutrition	2	
			41

All courses except the actual Apprenticeship Experience can be used to meet certain requirements in the Hospitality Management (A.S. 03-060) degree.

### CHILD-CARE SUPERVISION (CT 14-347)

Child-Care Supervision and Practicum are the courses necessary to obtain the child-care certification offered by Palm Beach Community College. The courses include an overview of child growth and development, activities for children that foster growth and learning, appropriate class management and discipline techniques, teacher-made games and activities, and planning and evaluating the environment and activities.

**Credit:** Child-Care Supervision Certificate, a course granting .5 CEUs. Students who wish to continue to work on an A.S. degree in Early Childhood may transfer this course into 3 college credits when they have completed 15 credits in Early Childhood studies.

**Contract Hours:** Class for six consecutive weeks on Saturdays from 9 a.m. - 3:30 p.m., for a maximum of 40 contact hours. The practicum will be comprised of 10 hours of on-site supervision at an approved school-age, child-care program.

**Cost:** \$17.00

### CHILD DEVELOPMENT ASSOCIATE (CT 14-348)

The Child Development Associate Program is a performance-based training, assessment and credentialing of child care staff. The CDA Credential is awarded to individuals who work as child care providers and have demonstrated that they are able to nurture children's physical, social, emotional and intellectual growth in cooperation with parents and other adults. An individual who receives this credential becomes a Child Development Associate (CDA). There are four steps in the CDA Assessment System:

1. Application
2. Information Collection
3. Local Assessment Team Meeting
4. Credential Award

The following are courses that help with the Information Collection step.

CHD 1130	Foundations of Competence in the Preschool Classroom I	3
CHD 1131	Foundations of Competence in the Preschool Classroom II	3
CHD 1132	CDA Practicum I	3
CHD 1133	CDA Practicum II	3

These courses can be used in the Child Development and Education A.S. degree. These would be used in lieu of CHD 1440 and CHD 1441, CHD 1320 and CHD 1338.

### CUSTOM GARMENT MAKING/DRESSMAKING CERTIFICATE (CT 01-070)

This program is competency-based. Each student will be evaluated on her/his individual course work to determine satisfactory completion of the certificate. A total of 450 hours of instruction must be completed.

#### Core Requirement

Course	Title	Semester Hours	Credit
CTE 1310	Elements of Clothing Construction	60	
CTE 1410	Textiles	50	
CTE 1743	Pattern Making I	50	
CTE 2200	Visual Design	50	
			210

#### Electives Tailored to Individual Needs

Course	Title	Semester Hours	Credit
CTE 1731	Trade Sketching	50	
CTE 1744	Pattern Making II	50	
CTE 2363	Commercial Garment Production	60	
CTE 2751	Draping	50	

#### Continuing Studies Courses - 15 Hours Each

Serger; Alterations; Hairloom Sewing; Lingerie; Machine Application; Tailoring; Knits; Swimwear; Ultrasuede; Sewing for the Bride; Wearable Art; Modern Garments from Hairlooms; Dress with Finesse; Sewing Machine Feet and How to Use Them; Other courses established as needed

To receive the certificate, the student's credentials will be evaluated by a committee established by the lead instructor of the Fashion program.

### DENTAL ASSISTING PROGRAM

The Dental Assisting program is a vocational credit program approved by the Florida State Board of Dentistry. Two classes are accepted annually, during the first week of August and the first week of January.

The program is designed to allow the student to receive education in basic dental assisting skills via classroom instruction, augmented by daily application of the learned skills in the offices of sponsoring dentists.

Completers of the 22-week program receive a certification of completion, a certificate of expanded duties and will be capable of performing entry-level dental assisting skills.

#### Dental Assisting Admissions

Applicants for admission into the Dental Assisting program must provide the following information directly to PBCC's Admissions office in order to be considered for selection. Applicants must have:

1. A medical examination completed within one year prior to starting date.
2. A dental examination on a form furnished by the College.
3. A set of TABE scores showing proficiency at the 8th grade level or higher in communications and computation, or successful completion of equivalent course work.
4. An interview with a staff member of the College.
5. A high school diploma or GED equivalent.

### DENTAL ASSISTING PROGRAM (CT 07-155)

Course	Title	Contact Hours
DEA 0700	Basic Dental Assisting Skills . . . . .	338
DEA 0701	Basic Dental Assisting Skills in Radiology . . . . .	92
DEA 0702	Expanded Functions . . . . .	146

### PARAMEDIC CERTIFICATE PROGRAM

This certificate program is offered for individuals who wish to complete the core curriculum and be eligible for licensure by the State of Florida to practice as a paramedic. This core curriculum is composed of the Department of Transportation National curriculum for EMT-Paramedic. It includes lecture, skills lab and clinical/fire rescue rotations. This program starts in June and ends in May. Application packets are available from the Registrars office beginning January of each year.

#### Paramedic Admissions

1. An college-level entrance test must be taken prior to being considered for selection into the program and minimum scores in the area of mathematics and English must be achieved. If the applicant has completed a minimum of three credits of college English with a C or better and three credits in college mathematics with a C or better, he/she is exempt from taking the entrance test.
2. Minimum requirements for entrance into regular college courses must be met.
3. The applicant must currently be a Florida State Certified EMT prior to admission to the class.
4. Applicants must complete a physical examination form, if they

do not have one on file with their employer. If the physical examination form is on file with the employer, a copy must be submitted with the application to the paramedic program. The physical examination form must be less than one year old.

#### Course Enrollment Requirements

Personnel selected for enrollment in the Paramedic class must:

1. Be a resident of the state of Florida.
2. Be free of habituating agents.
3. Be able to lift 100 pounds.
4. Furnish medical evidence prior to final class selection that their physical condition allows them to satisfactorily perform paramedical competencies.
5. The individual must provide proof of personal accident insurance.

*NOTE: At present, because of equipment, clinical and staffing restrictions, all Paramedic classes shall be conducted on the Central Campus.*

### PARAMEDIC CERTIFICATE PROGRAM (CT 23-450)

Course	Title	Semester	Hours	Credit
EMS 1119C*	Emergency Medical Tech/EMT . . . . .	6		
EMS 1271	Paramedic I . . . . .	2		
EMS 1271L	Paramedic Skill I Laboratory . . . . .	3		
EMS 1272	Paramedic II . . . . .	6		
EMS 1272L	Paramedic Skill II Laboratory . . . . .	1		
EMS 1294L	Clinical/Field Rotation I . . . . .	7		
EMS 1273	Paramedic III . . . . .	6		
EMS 1273L	Paramedic Skills III Laboratory . . . . .	1		
EMS 1295L	Clinical/Field Rotation II . . . . .	7		

*\* These credits will be awarded to individuals who possess a current Florida State Certified EMT Certificate.*

### PLUMBER'S APPRENTICESHIP PROGRAM (CT 08-174)

The Plumbing Apprenticeship program is a 4-year, 5000-hour certificate program offered in partnership with the Plumbing Apprenticeship Association, Inc., (PAA). Students must be accepted by the PAA and employed by a participating plumbing contractor. This open-shop apprenticeship program meets all of the requirements of both the Department of Labor and the Department of Education. For enrollment information and course schedules, contact PAA at 407/697-2215.

#### Lecture

##### Year One:

BCV 0101 A	Plumber's Apprentice I
BCV 0102 B	Plumber's Apprentice II

##### Year Two:

BCV 0203 A	Plumber's Apprentice III
BCV 0204 B	Plumber's Apprentice IV

##### Year Three:

BCV 0305 A	Plumber's Apprentice V
BCV 0306 B	Plumber's Apprentice VI

##### Year Four:

BCV 0407 A	Plumber's Apprentice VII
BCV 0408 B	Plumber's Apprentice VIII

#### Co-Op

##### Year One

BCV 0110 A	Plumber's Co-op I
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BCV 0220 B Plumber's Co-op II

**Year Two**

BCV 0310 A Plumber's Co-op III

BCV 0420 B Plumber's Co-op IV

**Year Three**

BCV 0510 A Plumber's Co-op V

BCV 0620 B Plumber's Co-op VI

**Year Four**

BCV 0710 A Plumber's Co-op VII

BCV 0820 B Plumber's Co-op VIII

**RESPIRATORY CARE PROGRAM  
CERTIFICATE (CT 23-156)**

Students receiving a Certificate of Completion from the technician program are eligible to sit for the national entry level technician examination.

Successful passing of this exam earns the candidate the credential of Certified Respiratory Therapy Technician (CRTT).

Courses	Title	Credit Hours
APB 1811	Anatomy and Physiology I . . . . .	3
APB 1811L	Anatomy and Physiology I Laboratory . . .	1
APB 1812	Anatomy and Physiology II . . . . .	3
APB 1812L	Anatomy and Physiology II Laboratory . . .	1
ENC 1101	Freshman Communications I . . . . .	3
	College Level Mathematics . . . . .	3
RET 1272	Fundamentals of Respiratory Care I . . . . .	9
RET 1272L	Fundamentals of Respiratory Care I Laboratory . . . . .	3
RET 1874L	Clinical Internship I . . . . .	1
RET 1273	Fundamentals of Respiratory Care II . . . . .	6
RET 1273L	Fundamentals of Respiratory Care II Laboratory . . . . .	2
RET 1875L	Clinical Internship II . . . . .	3
RET 1876C	Clinical Internship III . . . . .	4

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*NOTE: All RET courses must be completed with a C or better and taken in sequence. Licensure in the State of Florida must meet Department of Professional Regulation standards.*

**WATER TREATMENT AND WASTEWATER  
TREATMENT CERTIFICATE PROGRAM**

See certificate numbers below

Program major number equals certificate number.

The following certificate programs prepare individuals for the written exam required to achieve state certification as a licensed water plant operator or wastewater plant operator. Specific work experience is also required to qualify for licensure and students are responsible for ensuring that they have obtained the appropriate work experience prior to requesting licensure. The three levels of licensure are A Level, B Level, and C Level, for both water treatment plant operator and wastewater treatment plant operator. C Level is the basic entry level and A Level represents the highest level of operator license issued.

**CT (02-089) WATER TECHNOLOGY C**

EVS 0133 Water Treatment-C Level . . . . . 155

**CT (02-090) WATER TECHNOLOGY B**

EVS 0143 Water Treatment-B Level . . . . . 144

**CT (02-094) WATER TECHNOLOGY A**

EVS 0153 Water Treatment-A Level . . . . . 142

**CT (02-092) WASTEWATER TECHNOLOGY C**

EVS 0333 Wastewater Treatment-C Level . . . . . 155

**CT (02-091) WASTEWATER TECHNOLOGY B**

EVS 0333 Wastewater Treatment-B Level . . . . . 144

**CT (02-093) WASTEWATER TECHNOLOGY A**

EVS 0353 Wastewater Treatment-A Level . . . . . 142



# Course Descriptions

## FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designed as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course number system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that an equivalent course could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SYG-000 at a community college, he cannot be required to repeat SYG-000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using nonequivalent courses for satisfying certain requirements.

### General Rule for Course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been

agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SYG-000.

### First Digit

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered - i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SYG 1000; a school offering the same course in sophomore year will number it SYG 2000. The variance in first numbers does not affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

### Titles

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different schools "Introductory Sociology." The title does not affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

### Lab Indicators

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes L and C are used as follows to indicate laboratories.

L means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture.

C means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/same place.

### Examples:

#### Marine Biology

OCB 013 (lecture only)

OCB 013L (lab only)

#### Marine Biology with lab

OCB 013C (lecture with lab & lab combined)

Therefore, OCB013C is equivalent to OCB013 plus OCB013L.

## SPECIALIZED, BUSINESS, TECHNICAL, PROFESSIONAL PROGRAMS

### Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences (For example, MAC 132, 133, 134). In these cases, subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.



### Explanation of Prefixes and Numbers

Prefixes and numbers in the course numbering system are not chosen at random; they are designed to describe course content in an organized fashion within a classification system developed for each subject matter area.

Generally, each of the major classifications in a discipline represented by a three alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has seven prefixes: AFH, African History; AMH, American History; ASH Asian History; EUH, European History; HIS, History-General; LAH, Latin American History; and WOH, World History. All history courses in the state will carry one of these prefixes.

A more specific example is AMH 3421. (Local titles are used for each particular course. The last three numbers are used to indicate equivalency) See table 9-1.

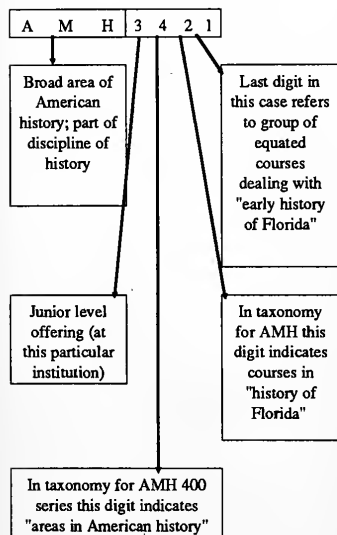


Table 9-1

The number of prefixes is a function of the extent of the subclassifications of the given subject matter area.

When this work began there were 920 alpha prefixes in existence; with the new system there are now 370. As in most states, there existed no uniformity in Florida's prefixes, as indicated by the example in table 9-2:

Discipline	Before	After
History	20	7
Sociology	24	3
Philosophy	23	4
Religion	17	1
Mathematics	50	10
English	39	6
Nutrition	38	4

Table 9-2

Although it is true a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his major (e.g., HY-History) and now he will have seven; all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listing, equivalent and unique courses, has been made available to each academic department of every institution in the state. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

### Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies:

- All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.
- All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with 900 numbers must be evaluated individually and are not automatically transferable.
- All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.
- Performance or studio courses in Art, Dance, Theater, and Music are not automatically transferable but must be evaluated individually.

### Authority for Acceptance of Equivalent Courses

The following amendment to Section 6A-10.24(7) of the Articulation Agreement was approved by the Community Colleges Council on Instructional Affairs, the Presidents Council, the Division of Community Colleges, the State University System Council of Vice Presidents and the Board of Regents. It was adopted by the State Board of Education on March 7, 1978: "Students who earn credit in a course determined by the appro-

priate faculty task force to be equivalent and which is published in a statewide course numbering system, and who later transfer to another institution within the system can transfer and use the credit in that course at the receiving institution for the same purpose as that course can be used by native students who complete the course at the receiving institution."

### COURSE PREFIXES

Accounting	ACO, ACG, TAX
Acting	TPP
Aeronautics	AVM, ASC, ATF, ATT
Anatomy and Physiology	APB
Anthropology	ANT
Architectural Drawing	BCN, TAR
Art	ARH, ART, GRA
Asian Studies	ASN
Astronomy	AST
Automotive	AER
Ballet	DAA
Banking	BAN, BRC
Biological Sciences	APB, BOT, BSC, OCB, PCB, ZOO
Bookkeeping	APA
Building Construction	BCN
Business Law	BUL
Canadian Studies	ISS
Career Development	SLS
Chemistry	CHM
Child Care	CHD, DEP, EEC, ENO
Child Development	DEP
College Preparatory Courses	ENC, ESL, MAT, REA
Commercial Art	ART, GRA
Comparative Governments	CPO
Computer Drafting	CGS
Computer Technology	CGS, CIS, COP
Consumer Education	COA
Criminal Justice	CCJ, CJT
Dance	DAA
Data Processing	(See Computer Technology)
Dental Assisting	DEA, DES
Dental Hygiene	DEH, DES
Dental Laboratory Technology	DES, DTE
Dietetic Technician	DIE, FSS, HUN
Drafting and Design	CAP, EET, EGS, ETD, ETG, ETI
Drafting, Machine/Mechanical	ETD
Drafting, Fabrication	ETD
Early Childhood, Education	CHD, EEC, ENO
Ecology	APB
Economics	ECO, ECS

Education . . . . . EDF, EDP  
 Electronics/Electricity . . . . . CET, EET  
 Emergency Medical Technology . . . EMS  
 Engineering-General . . . . . EGS  
 English Language and  
 Literature . . . AML, CRW, ENC, ENL, LIT  
 Fashion . . . . . CTE  
 Fire Science . . . . . FFP  
 French Language . . . . . FRE  
 General Business . . . . . GEB  
 Genetics . . . . . PCB  
 Geography . . . . . GEO  
 Geology . . . . . GLY  
 Graphic Arts . . . . . GRA  
 Health, Education and Safety . . HSA, HSC  
 History . . . . . AMH, HIS, LAH, WOH  
 Home Economics . . . . . CTE, FSS  
 Hospitality Management . . FOS, FSS, HFT  
 Human Services . . . . . HUS  
 Humanities . . . . . HUM  
 Insurance . . . . . RMI  
 Interdisciplinary . . . . . IDS  
 Interior Design . . . . . HHD, IND  
 Italian Language . . . . . ITA  
 Journalism . . . . . JOU, MMC  
 Legal Assistant . . . . . PLA  
 Literature . . . . . AML, ENL, LIT  
 Local Government . . . . . PAD

Management . . . . . MAN, MAR, MNA  
 Marketing . . . . . MAR, MKA  
 Manufacturing, Robotic/Automated . . ETI  
 Materials Engineering . . . . . ETM  
 Mathematics  
 . . . . . COP, MAC, MAP, MAT, MGF, MTB  
 Medical Terminology . . . . . MRE  
 Mental Health . . . . . HUS  
 Mexico Travel Study . . . . . FOL  
 Montessori Philosophy . . . . . EEC  
 Music General . . . . . MUC,  
 MUE, MUH, MUL, MUM, MUN, MUS,  
 MUT  
 Music Applied . . . . . MVK, MVP  
 MVS, MVV, MVW  
 Nursing . . . . . NSP, NUR  
 Nutrition . . . . . DIE, FSS, HUN  
 Occupational Therapy . . . . . OTH  
 Office Education . . . . . OST  
 Ornamental  
 Horticulture . . GEO, ORH, PLS, PMA, SOS  
 Paramedic . . . . . EMS  
 Philosophy . . . . . PHI  
 Photography . . . . . PGY  
 Pesticides . . . . . IPM  
 Physical Education . . . . . PEL, PEM,  
 . . . . . PEN, PEO, PEP, PEQ, PET  
 Physics, Physical Science . . . . . AST,

. . . . . GLY, PHY, PSC  
 Political Science . . . . . POS  
 Postal Service Technology . . . . . MNA  
 Psychology . . . . . CLP, DEP, PSY, SOP  
 Plumbing . . . . . BCV  
 Public Administration . . . . . PAD  
 Radiological Technology . . . . . RTE  
 Reading . . . . . REA  
 Real Estate . . . . . REE  
 Recreation . . . . . LEI  
 Religion . . . . . REL  
 Respiratory Care . . . . . RET  
 Secretarial . . . . . OST  
 Social Sciences . . . . . SYG, SSI  
 Sociology . . . . . SYG  
 Sonography . . . . . SON  
 Spanish Language . . . . . SPN  
 Speech Communications . . . . . SPC  
 Statistics . . . . . STA  
 Student Development . . . . . SLS  
 Study Tours . . . . . FOL  
 Surveying Lands . . . . . SUR  
 Taxes . . . . . TAX  
 Television . . . . . RTV  
 Theater Arts . . . . . TPA, TPP, THE  
 Therapeutic Activity . . . . . LEI  
 Water/Wastewater Management . . . . . EVS  
 Word Processing . . . . . OST



**ACG 2022 FINANCIAL ACCOUNTING****4 credits**

This course is an introduction to financial accounting concepts. It includes a study of the accounting cycle, internal control, the treatment of various balance sheet accounts, cash flow and characteristics of corporations. (This is the first course in an introductory series.) (4 hr. lecture)

**ACG 2071 MANAGERIAL ACCOUNTING****3 credits**

(Prerequisite: ACG 2022) This is an introduction to managerial accounting concepts. It includes financial statement analysis, the study of accounting's role in management decision-making, cost concepts and behavior, job order and process cost accounting, cost-volume-profit analysis, budgeting, responsibility accounting, differential analysis, and capital investment analysis. This is the second course in an introductory series. (3 hr. lecture)

**ACG 2100 INTERMEDIATE ACCOUNTING I****3 credits**

(Prerequisite: ACG 2071) This course is a study of the conceptual framework for financial accounting and reporting. It is an in-depth examination of the accounting process and the content of financial statements, including cash, short-term investments, receivables, inventories, current liabilities, plant and intangible assets and long-term investments.

This course is designed to give those seeking technical accounting skills experience with materials and situations as encountered in accounting practice, as opposed to being an in-depth theory course. This course may not be transferable to a senior institution. (3 hr. lecture)

**ACG 2360 COST ACCOUNTING****3 credits**

(Prerequisite: ACG 2071) This course is a study of the most common cost systems with emphasis on cost for materials, labor, overhead, standard costs, and cost relationships. This course may not transfer to an upper-division university. (3 hr. lecture)

**ACO 2661 ACCOUNTING INFORMATION SYSTEMS****3 credits**

This course is one of the last courses to be taken in the Accounting Technology Program. It offers an introduction to the design and operation of accounting information systems as affected by information theory, com-

puters and behavioral concepts. Transaction cycles, internal control and system analysis are emphasized. (3 hr. lecture)

**AER 1000 AUTOMOTIVE PARTS AND CUSTOMER RELATIONS****3 credits**

This course offers theory-related instruction to supplement apprenticeship training on the job. It is an introductory course in auto technology, designed for automotive apprentices, that provides theory for foundation in the field of automotive technology. (2 hr. lecture, 2 hr. lab)

**AER 1004 ENGINE DIAGNOSIS AND REPAIR****3 credits**

This course offers theory-related instruction to supplement the apprentice's on-the-job training. Instruction in the theoretical procedures necessary to completely rebuild an automotive engine is stressed. It also includes the disassembly and assembly techniques, along with the restoring of tolerances by the machining of engine components. (2 hr. lecture, 2 hr. lab)

**AER 1100 ELECTRICAL SYSTEM DIAGNOSIS AND REPAIR****3 credits**

This course offers theory-related instruction to supplement the apprentice's on-the-job training. It is a study of the basic electrical systems found in automotive equipment. Topics include lighting systems, schematic troubleshooting, power-assist systems and wiring harnesses. (2 hr. lecture, 2 hr. lab)

**AER 1112 ENGINE PERFORMANCE****3 credits**

This course offers theory-related instruction to supplement the apprentice's on-the-job training. It is a continuation of AER 1000 with special emphasis on advance diagnosis, testing, and repair procedure. The theoretical application of the chassis dynamometer, HC/CO testers, and oscilloscopes is stressed. (2 hr. lecture, 2 hr. lab)

**AER 1120 SUSPENSION AND STEERING SYSTEMS****3 credits**

This course offers theory-related instruction to supplement the apprentice's on-the-job training. It includes theoretical study of steering systems (both power and manual), suspension systems, and wheel alignment. Suspension, front end, and steering repair and alignment are stressed. (2 hr. lecture, 2 hr. lab)

**AER 1121 BRAKE SYSTEM DIAGNOSIS AND REPAIR****3 credits**

This course offers theory-related instruction to supplement the apprentice's on-the-job training. It also includes related trade theory of servicing brake systems, window regulators, seat mechanisms, exhaust systems, and other chassis accessories. Instruction includes delivery and road-test procedures. (2 hr. lecture, 2 hr. lab)

**AER 1131 AUTOMATIC TRANSMISSION AND TRANSAXLES****3 credits**

This course offers theory-related instruction to supplement the apprentice's on-the-job training. It includes an in-depth study of automatic transmissions, clutches, standard transmissions, overdrives, propeller shafts, and drive axles. It also includes theory of operation, diagnosis, maintenance and repair. (2 hr. lecture, 2 hr. lab)

**AER 1162 MANUAL TRANSMISSIONS AND DRIVE TRAIN****3 credits**

This course offers theory-related instruction to supplement the apprentice's on-the-job training, an in-depth study of parts numbering, storage, cataloging, retrieval, ordering, and stocking management techniques. Other topics include marketing techniques, financial analysis, personnel management, work scheduling and distribution, and use of pricing manuals. (2 hr. lecture, 2 hr. lab)

**AER 1171 HEATING AND AIR-CONDITIONING SYSTEMS****3 credits**

This course offers theory-related instruction to supplement the apprentice's on-the-job training. It includes instruction on the theory of automotive heating and air-conditioning systems with emphasis placed on the basic air-conditioning cycle. (2 hr. lecture, 2 hr. lab)

One credit for each of the following will be granted to an apprentice who satisfactorily completes a term of training on the job:

- AER 1940 APPRENTICE EXPERIENCE I**
- AER 1941 APPRENTICE EXPERIENCE II**
- AER 1942 APPRENTICE EXPERIENCE III**
- AMH 2010 UNITED STATES HISTORY TO 1865 \***

**3 credits**

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of

\* These courses meet State Board of Education Rule 6A-10.30, Writing Skills.

the 13 English colonies, and intensive study of the Constitution of the United States, and the early national period of the United States to the end of the Civil War. Written work: 2,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

**AMH 2020 UNITED STATES HISTORY FROM 1865 TO THE PRESENT \***

**3 credits**

A continuation of AMH 2010, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political and cultural movements and forces. Written work: 2,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

**AML 2010 AMERICAN LITERATURE TO 1865 \***

**3 credits**

(Prerequisite: ENC 1101) This course is a study of the development of our national literature from colonial times to the end of the Civil War. Written work: 3,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

**AML 2022 AMERICAN LITERATURE AFTER 1865 \***

**3 credits**

(Prerequisite: ENC 1101) The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. Written work: 3,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

**AMH 2428 EXPLORATIONS IN COMMUNITY HISTORY**

**3 credits**

(Prerequisites: ENC 1101, ENC 1102) This course provides students with an introduction to the resources, techniques, and methods of local and regional history. It derives its focus from research projects which students conduct into the local history of Palm Beach County. Both class and field work experience will be incorporated into the course. Student research and writing will be discussed and evaluated in stages throughout the course. (3 hr. lecture)

**ANT 2000 INTRODUCTION TO ANTHROPOLOGY**

**3 credits**

A survey of anthropology: A study of humankind's remote origins, physical traits (physical anthropology), languages (linguis-

tics and antiquities (archaeology), as well as the varied lifestyles and institutions of peoples around the world (cultural and social anthropology). Diversities and similarities are explored through selected theories and methods of the discipline. Focus is on the human life form as unique biosocial phenomenon and culture as an adaptive system. (3 hr. lecture)

**APA 1111 BOOKKEEPING**

**3 credits**

This course covers the application of accounting concepts and procedures in sole proprietorship service and merchandising companies. It takes into consideration the widely varying objectives of students. It offers: (1) vocational preparation for students entering the job market in accounting, (2) a practical background in accounting for students embarking on other careers, such as clerical, secretarial, sales, and managerial positions, and (3) preparation and background for students planning more advanced studies in accounting. (3 hr. lecture)

**APB 1120 ENVIRONMENTAL CONSERVATION**

**3 credits**

This course integrates and correlates the features of the natural environment with man's activities. It identifies many of the ecological problems man is confronting now and will in the future. Lectures, demonstrations, selected field trips, and guidance in the completion of a conservation project are provided. (3 hr. lecture)

**APB 1170 MICROBIOLOGY**

**2 credits**

(Prerequisite: APB 1811; Co-requisite: APB 1170L) This course is a study of the characteristics and importance of micro-organisms with emphasis on identification, control, relationship to health and disease, and economic importance. (2 hr. lecture)

**APB 1170L MICROBIOLOGY LABORATORY**

**1 credit**

(Co-requisite: APB 1170) Laboratory to accompany APB 1170. (2 hr. lab)

**APB 1811 ANATOMY AND PHYSIOLOGY I**

**3 credits**

(Co-requisite: APB 1811L) This is an introductory course in the structure and functions of the human body. Topics include organization of the body, cell activities, early embryology, tissues and skin, as well as the skeletal, muscular and nervous systems. (3 hr. lecture)

**APB 1811L ANATOMY AND PHYSIOLOGY I LAB**

**1 credit**

(Co-requisite: APB 1811) Laboratory to accompany APB 1811. (2 hr. lab)

**APB 1812 ANATOMY AND PHYSIOLOGY II**

**3 credits**

(Co-requisite: APB 1812L; prerequisite: APB 1811) This course is a continuation of APB 1811. The circulatory, endocrine, reproductive, excretory, digestive and respiratory systems of the body are studied. The laboratory includes demonstrations of human cadaver dissection when possible. (3 hr. lecture)

**APB 1812L ANATOMY AND PHYSIOLOGY II LAB**

**1 credit**

(Co-requisite: APB 1812) Laboratory to accompany APB 1812. (2 hr. lab)

**ARH 1000 ART APPRECIATION \***

**3 credits**

This course presents a broad view into important works of the visual arts from the past and present. The course is designed to provide the student with an intelligent insight into works of art and meet the needs of the General Education program in the Humanities. Written work: 2,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

**ARH 1955 HISTORY AND APPRECIATION OF ART I (FOREIGN STUDY)**

**3 credits**

This course is a survey of the galleries and historic sites of foreign countries. It will consist of a planned tour with a series of lectures before departure.

**ARH 1956 HISTORY AND APPRECIATION OF ART II (FOREIGN STUDY)**

**3 credits**

This course is the same as ARH 1955 with the exception that students will be required to keep a photographic record of the work studied and a comprehensive notebook as prescribed by a course syllabus.

**ARH 2050 HISTORY OF ART (EARLY) \***

**3 credits**

This course offers a critical analysis of major works of art from the prehistoric world through the Renaissance. It will encompass painting, sculpture and architecture and will emphasize the meaningful correlation of the art work with the civilization that produced

\* This course meets the State Board of Education Rule 6A-10.30, Writing Skills.

it. Written Work: 2,000 works. This course requires a C or better for A.A. degree credit. (3 hr. lecture)

**ARH 2051 HISTORY OF ART (MODERN) \***  
3 credits

This course is a critical analysis of major works of art from post Renaissance through Modernity. This course will encompass painting, sculpture, architecture, and other modern art forms and will emphasize the meaningful correlation of the art work with the civilization that produced it. Written Work: 2,000 works. This course requires a C or better for A.A. degree credit. (3 hr. lecture)

**ARH 2950 TRAVEL/STUDY: BRITISH ART HISTORY AND ARCHITECTURE (1)**  
3 credits

The student may choose lectures at Cambridge University, England on one of the following: History of English Painting, History of the English Home, or Great Country Houses. The History of English Painting fulfills the general education requirement for Art Appreciation. (3 hr. lecture)

**ARH 2951 TRAVEL/STUDY: BRITISH ART HISTORY AND ARCHITECTURE (2)**  
6 credits

The student may choose lectures at Cambridge University, England, on two of the following: History of English Painting, History of the English Home, or Great Country Houses. The History of English Painting fulfills the general education requirement for Art Appreciation. (6 hr. lecture)

**ART 1100C INTRODUCTION TO CRAFTS**  
3 credits

This course is a survey of the field of Arts and Crafts as it pertains to recreational leadership, mental health programs, occupational therapy, and educational programs. Students will learn the use of power and hand tools and will create projects in clay, wood, paper, fibers and metal. (2 hr. lecture, 2 hr. lab)

**ART 1101C CRAFTS**  
(May be repeated one time)  
3 credits

The purpose of this course is to give students in-depth training in a limited number of materials and techniques for crafts, according to the student's individual needs. (2 hr. lecture, 2 hr. lab)

**ART 1110C INTRODUCTION TO CERAMICS**  
3 credits

This course introduces the basic methods of ceramic production in hand building,

wheel throwing and glaze application. (2 hr. lecture, 2 hr. lab)

**ART 1111C INTERMEDIATE CERAMICS**  
(May be repeated one time)  
3 credits

(Prerequisite: ART 1110C) This course is a continuation of the ceramics unit introduced in ART 1110C. Kiln stacking and firing are required and glaze formulation is continued on an individual basis. (2 hr. lecture, 2 hr. lab)

**ART 1201C DESIGN FUNDAMENTALS**  
(Basic Core Course)  
3 credits

The visual principles and elements are explored, primarily in two-dimensional relationships. This is a basic course in design where the student develops a familiarity with the vocabulary of art and a technical skill in handling the tools of art. (2 hr. lecture, 2 hr. lab)

**ART 1202C COLOR DESIGN**  
3 credits

(Prerequisites: ART 1201C and ART 1300C) This course further explores the visual elements and principles of composition with emphasis on color theory and the use of color in design. Light is also considered. (2 hr. lecture, 2 hr. lab)

**ART 1203C THREE-DIMENSIONAL DESIGN**  
3 credits

(Prerequisites: ART 1201C and ART 1300C) This is an introductory course in three-dimensional visual experiences. Emphasis is on observing and considering reality using the principles of design and visual elements. Technical skills are developed in reference to sculptural medias. (2 hr. lecture, 2 hr. lab)

**ART 1230C ADVERTISING DESIGN I**  
3 credits

(Prerequisites: ART 1201C and ART 1300C) Layout forms the basis for study of visual relationships. Knowledge of tools and procedures is stressed. This course is an introduction to graphic design using the visual elements and principles of design in an orderly progression. (2 hr. lecture, 2 hr. lab)

**ART 1280C LETTERING**  
(May be repeated one time)  
2 credits

This course covers lettering with various media. Techniques, supplies and equipment will be discussed. (1 hr. lecture, 3 hr. lab)

**ART 1300C DRAWING FUNDAMENTALS**  
(Basic Core Course)  
3 credits

This is an introductory course in drawing, using design principles in reference to the three-dimensional visual experience. Emphasis is on vision and its relationship to the two-dimensional surface. Technical skills are developed through a variety of graphic media. The use and purpose of various illusions, including linear perspective, are explored preparatory to expressive drawing and compositions. (2 hr. lecture, 2 hr. lab)

**ART 1301C INTERMEDIATE DRAWING**  
3 credits

(Prerequisites: ART 1201C and ART 1300C) This is a continuation of Drawing I, differing in content only in the use of subject matter and including study of the human figure. (2 hr. lecture, 2 hr. lab)

**ART 1305C FREEHAND PERSPECTIVE DRAWING**  
3 credits

(Prerequisite: ART 1300C) This course emphasizes the development of the drawing skills necessary for effective freehand visual communication in the fields of Architecture, Interior Design, Drafting, and related areas. Linear and aerial perspective, scale, proportion, shades and shadows, interior and exterior rendering, and geometric forms as related to mechanical design will be covered. (2 hr. lecture, 2 hr. lab)

**ART 2231C ADVERTISING DESIGN II**  
3 credits

(Prerequisite: ART 1230C) Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. (2 hr. lecture, 2 hr. lab)

**ART 2232C ADVERTISING DESIGN III**  
3 credits

(Prerequisite: ART 2231C) Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals, and the student's production becomes the basis for his portfolio. (2 hr. lecture, 2 hr. lab)

**ART 2330C LIFE DRAWING**  
3 credits

(Prerequisite: ART 1301C) This is an advanced drawing class with continued development from Drawing I and II. Emphasis is

\* This course meets the State Board of Education Rule 6A-10.30, Writing Skills.

on composition and imagery. (2 hr. lecture, 2 hr. lab)

#### **ART 2400C INTRODUCTION TO PRINTMAKING**

**3 credits**

(Prerequisites: ART 1201C and ART 1300C) This course is an introduction to a wide range of printmaking techniques and methodologies. Simple examples in various approaches such as serigraphy, etching, woodcuts and lithography are explored, as well as the use of presses. (2 hr. lecture, 2 hr. lab)

#### **ART 2401C PRINTMAKING**

(May be repeated one time)

**3 credits**

(Prerequisite: ART 2400C) This is a printmaking course with an emphasis on image-making as it relates to a desired printing process. (2 hr. lecture, 2 hr. lab)

#### **ART 2510C INTRODUCTION TO PAINTING**

**3 credits**

(Prerequisites: ART 1201C and ART 1300C) This course explores the fundamental techniques of painting in water color and acrylic or oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. (2 hr. lecture, 2 hr. lab)

#### **ART 2520C PAINTING COMPOSITION**

(May be repeated one time)

**3 credits**

(Prerequisite: ART 2510C) This course is a continuation of ART 2510C, with further investigation of expression and composition through sound technical procedures. (2 hr. lecture, 2 hr. lab)

#### **ART 2521C FIGURE PAINTING**

(May be repeated one time)

**3 credits**

(Prerequisites: ART 1301C, ART 2510C) This course explores the use of the figure as a subject in painting. A sensitive understanding of expression through composition is sought and sound technical procedures are emphasized. (2 hr. lecture, 2 hr. lab)

#### **ART 2551C AIR BRUSH**

(May be repeated one time)

**3 credits**

(Co- and/or prerequisites: ART 1202C, ART 1230C, ART 1300C) This course is an introduction to air brush. Student will work with applied techniques in the use of the air brush. It includes masking and overlay, color mixing, care of the air brush and assorted materials. (2 hr. lecture, 2 hr. lab)

#### **ART 2701C SCULPTURE**

(May be repeated one time)

**3 credits**

(Prerequisite: ART 1203C) This course explores three-dimensional, aesthetic ex-

pression. Technical skills are developed in reference to sculpture media. Additive and subtractive procedures, mold-making and casting are explored. (2 hr. lecture, 2 hr. lab)

#### **ART 2710C STONE CARVING**

**2 credits**

(Prerequisites: Portfolio examination and consent of the instructor) This is an advanced course in sculpture with emphasis on stone carving. (1 hr. lecture, 3 hr. lab)

#### **ASC 1101 AERO-NAVIGATION**

**3 credits**

(Prerequisite: ATT 1100) This is an introduction to the fundamental types of navigation - piloting, dead reckoning, radio and celestial - with emphasis on the first two. Thorough study and use of serial charts, computer plotters and navigational procedures are provided. (3 hr. lecture)

#### **ASC 1210 AERO-METEOROLOGY**

**3 credits**

The purpose of this course is to familiarize the pilot with the fundamentals of weather, its hazards, and available services. (3 hr. lecture)

#### **ASC 1310 AERO-SAFETY AND REGULATIONS**

**2 credits**

This course will provide an in-depth study of Federal Aviation Regulations and procedures that are necessary to the operation of aircraft by all pilots of aircraft up through ATP rating. A portion of the time will be spent in analyzing aircraft performances as it relates to regulations and safe operating procedures. (2 hr. lecture)

#### **ASC 1640 PROPULSION SYSTEMS**

**3 credits**

This course is an investigation into the theory of engines and the related equipment, engine construction, engine operating procedures. Performance diagnosis and principles of safe engine operation in flight are emphasized. (3 hr. lecture)

#### **ASC 2550 AERODYNAMICS**

**3 credits**

(Prerequisite: ATT 1100) This course is a study of physical principles involved in flight. The theory of airflow, airfoils, and the production of lift and drag are studied and applied to airplane performance, stability, and control. Special attention is given to high-speed and hovering flight. Emphasis is on the understanding of concepts with little attention to mathematical analysis. (3 hr. lecture)

#### **ASN 2000 ASIAN STUDIES**

**3 credits**

#### **AST 1002 DESCRIPTIVE ASTRONOMY**

**3 credits**

This is an introductory survey of the uni-

verse, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of astronomy, nebulae, galactic structure. Lectures, discussion and observations. (3 hr. lecture)

#### **ATF 1100 FLIGHT - PRIVATE**

**3 credits**

FAA Private Pilot's license requires 20 hours of dual flight instruction and 20 hours of solo flight to successfully pass the FAA-approved ground and flight school. The student is given examinations in both flight and ground subjects by the FAA.

#### **ATF 1600 BASIC FLIGHT SIMULATOR**

**1 credit**

Fifteen class hours are required for FAA credit. This course consists of an introduction to simulator systems and basic instrument flight maneuvers involving development of calibration scan and interpretation techniques.

#### **ATF 2200 FLIGHT - COMMERCIAL**

**3 credits**

FAA Commercial Pilot's license requires 250 hours of flight time, 50 hours of dual flight instruction, and balance solo flight time. Several flight hours may be saved by attending a FAA-approved ground and flight school. The student is given examinations in both flight and ground subjects by the F.A.A.

#### **ATF 2300 FLIGHT - INSTRUMENT**

**3 credits**

For an instrument rating, the FAA requires at least 200 hours of pilot flying time, plus 20 hours of instrument instruction, and 20 hours of pilot instrument time, with appropriate ground school. FAA Flight and Ground examinations must be passed.

#### **ATF 2605 INTERMEDIATE FLIGHT SIMULATOR**

**1 credit**

Fifteen class hours are required for FAA credit. This is a continuation of skill-developed simulator flight with emphasis on introduction to navigation systems and problems.

#### **ATF 2610 ADVANCED INSTRUMENT FLIGHT SIMULATOR**

**1 credit**

Twenty class hours are required for FAA credit. Advanced simulator laboratory is designed to get the student proficient in all forms of cross-country IFR and approach IFR flight. Fifteen hours is creditable toward FAA flight instruction flight time requirements.

The courses ATF 1600, ATF 2605, and ATF 2610 require division chairperson or course instructor approval prior to registration.

**ATF 2691 INSTRUMENT REFRESHER  
SIMULATOR LABORATORY****1 credit**

This course is a specialized modular course designed to cover simulator instruction for experienced pilots on an individual needs basis: Course work will consist of three-hour simulator modules designed to improve pilot proficiency in handling instrument flight problems and meeting FAA instrument currency requirements. This course requires instructor approval and is offered on demand. Completion of five modules will earn one semester hour credit.

**ATT 1100 PRIVATE PILOT GROUND  
SCHOOL****3 credits**

This course is a study of all the theory of flight, navigation, meteorology, aircraft performance and regulations required to prepare for the FAA Private Pilot written examination. (3 hr. lecture)

**ATT 2120 INSTRUMENT GROUND  
SCHOOL****3 credits**

(Prerequisite: ATT 1100) This is a continuation of Commercial/Instrument Ground School with emphasis on instrument navigation, flight procedures, approaches, weather for instrument pilots and advanced aircraft performance. It prepares the student for the FAA instrument examination. (3 hr. lecture)

**AVM 2010 AEROSPACE AND AIR  
TRAVEL****3 credits**

(Prerequisite: ATT 1100) This is a study of the movement of passengers, air freight and the operation of airlines. Such problems as financing, personnel, training, procurement of equipment, public relations, and other problems related to air carriers and contractors are studied. (3 hr. lecture)

**Aviation Technology Flight**

*NOTE: All students enrolling in the Professional Pilot Technology A.S. degree program at Palm Beach Community College must follow these procedures to review credits for flight courses required to complete the A.S. degree.*

1. All flight time must be logged and certified by an appropriate FAA certified flight instructor for the rating which credit is being sought.
2. Minimum flight time requirements for part 61 or part 141 FAR's must be met.
3. All written examinations required for the rating sought must be passed with at least a minimum grade as specified by the FAA.
4. Written proof of passing the required FAA check ride must be submitted to the instructor or division chairperson

before credit may be granted for the following courses:

5. Proof of passing the appropriate FAA written examination with a mark of 85% or higher will be considered for credit for the following ground school courses when appropriately documented and submitted to the instructor or department chairperson. ATT 1100 and ATT 2120.

To qualify for reduced flight time requirements under part 141, the student must take flight training from an approved flight school and ground training from an approved ground school.

The instructor or department chairperson will provide a list of currently approved flight schools for the student to select and the college-offered courses will serve to meet the 141 ground school requirements.

**BAN 1004 PRINCIPLES OF BANKING****3 credits**

This course covers the economic importance of banks, receiving function, processing of cash items, bookkeeping operations, posting systems, paying teller operations, collection services, legal relationships with depositors, characteristics of negotiable instruments, the savings and time deposit function, management of bank funds, loans and investments, general bank accounting, account analysis, internal controls, international functional services, trust services, safe deposit services, other services, growth of the American banking system., the Federal Reserve System, government supervision, banking and public service. (3 hr. lecture)

**BAN 1114 DEPOSIT OPERATIONS****3 credits**

This course provides an overview of the U.S. payments system, banking law and regulation, and current industry practices. It examines bank deposit-taking activities, considers how banks manage deposited funds, and explores the interbank EFT systems. (3 hr. lecture)

**BAN 1120 CONCEPTS OF DATA  
PROCESSING****2 credits**

This course presents a brief history of banking automation, unit record processing, computer concepts and hardware, magnetic ink character recognition program (MICR), account numbering systems, preparation for automation (installation and conversion), co-operative data processing services for bank and business customers, auditing automated systems, problems and pitfalls, systems design, programming basic, a bank application (installment credit system), other bank sys-

tems, bank information systems. (2 hr. lecture)

**BAN 1141 TELLER TRAINING****3 credits**

This course provides the basic skills that tellers need in today's banking industry. The program is divided into seven content modules, each devoted to a specific area of basic teller training. (3 hr. lecture)

**BAN 1161 CORPORATE SECURITIES****3 credits**

This course provides a broad understanding of corporate securities processing and administration. It includes an overview of how a bank's corporate securities services department serves as an intermediary between corporations, states, municipalities, investors and public authorities that issue securities. (3 hr. lecture)

**BAN 1207 PROBLEM LOANS****1 credit**

Using a "do it right the first time" case study approach, Problem Loans previews the primary causes of such loans, warning signals of problem loans, and shows you how to minimize losses should a problem slip through the bank's prevention program anyway. (1 hr. lecture)

**BAN 1211 STATEMENT ANALYSIS****3 credits**

This popular new revision teaches some of the basic concepts and skills of statement analysis. It lends itself more to a "how to" hands-on approach for immediate use within the job function. It is not as detailed nor as theoretical as the Analyzing Financial Statements course. The revision incorporates the two previous offerings of Statement/Funds Flow Analysis under one umbrella program. (3 hr. lecture)

**BAN 1212 FUNDAMENTALS OF  
ANALYZING FINANCIAL STATEMENTS****2 credits**

This seminar is for personnel who need a basic understanding of financial statements and their use in a bank. It shows how financial statements are used in analyzing the lending situation and making the loan decision. It is not designed to replace the Analyzing Financial Statements course. It may also serve as a review and refresher course for some participants. (2 hr. lecture)

**BAN 1240 CONSUMER LENDING****3 credits**

Consumer lending is a revision of the popular Installment Credit course. Designed to provide an overview of the consumer credit operation, this course examines the role of consumer credit in overall banking operations. Not a "how to" training program, it offers an improved understanding of

the consumer credit function within a bank. (3 hr. lecture)

#### **BAN 1241 BANK CARDS**

**3 credits**

This course presents an overview of the bank card industry with the dual objectives of helping the student understand the role of the bank card in the economy, as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions is emphasized. Topics covered are the types of credit cards in use and their functions and histories; the cardholder's profile, attitudes, and behavior; and credit-card operations - marketing, authorization, customer service, cost analysis and control, collection policies and procedures and security and fraud. This course also discusses the evolution of credit cards into Electronic Funds Transfer, legal developments affecting credit cards, and the regulatory environment in which banks operate their card business. (3 hr. lecture)

#### **BAN 1254 REAL ESTATE DOCUMENTATION**

**1 credit**

Concentrating on lending practices for one-to-four family residence, this course takes the student through all the essential underwriting processes and provides information on consumer compliance regulations. It is particularly useful for dealing with the rapid growth of the secondary mortgage market, which requires bankers to be especially knowledgeable about standards and documents. (1 hr. lecture)

#### **BAN 1412 FINANCIAL PLANNING**

**3 credits**

Financial planning is the process by which a coordinated plan is developed to achieve a person's specific financial objectives. This course will give students a general appreciation of the financial planning process and its applications. The course will prepare students for financial decisions at home and at work. (3 hr. lecture)

#### **BAN 1423 CUSTOMER SERVICE FOR BANK PERSONNEL**

**1 credit**

This training program provides newly hired and more experienced customer contact personnel with the opportunity to further develop their communications skills so they can better serve their customers' financial and personal needs, help their bank compete profitably, and experience greater job satisfaction. (1 hr. lecture)

#### **BAN 1425 SELLING BANK SERVICES**

**1 credit**

This course is especially designed to teach

sales techniques to customer contact personnel that will result in new business for the bank and encourage present customers to broaden the range of bank services they use. Emphasis is on identifying customer needs for bank transaction or form conversation with the customer, and suggesting the appropriate service to the customer. (1 hr. lecture)

#### **BAN 1500 ECONOMICS FOR BANKERS**

**3 credits**

This economics course provides bankers with an introduction to the fundamental principles of economics. Special emphasis is placed on topics of importance to bankers. The text covers the basics of economic theory and examples of the application of economics to banking. (3 hr. lecture)

#### **BAN 1501 MONEY AND BANKING**

**3 credits**

This course discusses financial institutions, characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, banking in the United States to 1913, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates, and liquidity. Federal Reserve policies and operations in the money market. Treasury operations in the money market, money and incomes, money and the price level, recent monetary problems, international finance. (3 hr. lecture)

#### **BAN 1531 INTRODUCTION TO SUPERVISION**

**1 credit**

This course is designed to prepare participants for the supervisory role. Four modules form the basis for a 12-to-15 hour program designed for maximum scheduling flexibility. Activities such as case studies, role playing and discussion allow participants to practice skills as they learn. (1 hr. lecture)

#### **BAN 1603 WRITTEN COMMUNICATIONS**

**1 credit**

Utilizing a "thought pattern development" approach, this course addresses the logical organization and writing of letters and reports. Orienting the letter or report to the purpose and recipient is emphasized as a means of getting results from written communications. (1 hr. lecture)

#### **BAN 1604 VERBAL COMMUNICATIONS**

**1 credit**

This course addresses identification and analysis of the message and the respondent, and focuses on personal communications trouble-spots. Using cross-evaluation and peer reaction, emphasis is on both the goal of the communication and the reaction of the listener. (1 hr. lecture)

#### **BAN 1742 BANK MANAGEMENT**

**3 credits**

This course presents a discussion of bank financial statements, an overview of asset-liability management and a thorough discussion of deposit functions, lending, short-term funds management and capital management. (3 hr. lecture)

#### **BAN 2155 INTERNATIONAL BANKING**

**2 credits**

This course presents an overview of one of the fastest growing areas of commercial banking. It covers the fundamentals of international banking: how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, international lending, and how money is changed from one currency to another. (2 hr. lecture)

#### **BAN 2156 LETTERS OF CREDIT**

**2 credits**

This program provides training in the general background and use of letters of credit, the basic operations of letters of credit, and the detailed examination of related documents. Use of the new incoterms, upgraded letters of credit forms and a module of issuance are discussed. Advising and transfer are among the features of this program. (2 hr. lecture)

#### **BAN 2210 ANALYZING FINANCIAL STATEMENTS**

**3 credits**

This course explains and interprets the basic elements of financial statement and the tools of analysis. It also considers such special problems as what to do for the customer who wants to borrow money. Requires no accounting or credit training. Case studies, exercises, and sample statements provide ample opportunity for practice. (3 hr. lecture)

#### **BAN 2231 COMMERCIAL LENDING**

**3 credits**

This course provides an overview of the commercial lending function. It is targeted to management trainees and junior management, and is divided into four sections: commercial lending overview, the lending process, portfolio management, and regulation and business development. Some specific topics are: the commercial loan customer, types of commercial loans, the loan decision process, information gathering, analysis, cost analysis, control and profitability, and the regulatory and legal environment. (3 hr. lecture)

#### **BAN 2252 REAL ESTATE FINANCE**

**3 credits**

Mortgage credit operations of commercial banks are becoming more prominent as

bankers seek to improve their competitive position on all fronts. Real Estate Finance addresses the manner in which funds are channeled into mortgage markets, the financing of residential and income-producing property, and administrative tasks common to most mortgage departments. (3 hr. lecture)

**BAN 2253 RESIDENTIAL MORTGAGE LENDING**

**2 credits**

Making the right residential mortgage underwriting decision requires the ability to logically evaluate both the borrower and the property in question. This course imparts the basic information needed to make the right decision. (2 hr. lecture)

**BAN 2400 TRUST BUSINESS**

**3 credits**

This course covers property and property rights, wills, settlement of estates, responsibilities and executors and administrators, personal trusts, insurance trusts, administration of personal trusts, general responsibilities of trustees, general responsibilities of investment procedures of trustees, essential features of personal trust instruments, guardianships, personal agencies, responsibilities of personal agents, corporate trusts, administration of corporate trusts, corporate agencies, employee trusts, community trusts, institutional trusts, and agencies; history of trust services, historical background of trust institutions. (3 hr. lecture)

**BAN 2403 TRUST INVESTMENTS**

**3 credits**

This course examines how the securities business works and broadens the students' knowledge of the investment services offered by their trust department. (3 hr. lecture)

**BAN 2405 TRUST OPERATIONS**

**3 credits**

This course discusses the concepts and ideas that comprise the various trust functions and translates them into workable procedures. Although Trust Operations does not address itself to teaching skills that are unique to a trust function, it does provide a basic frame of reference from which those skills can be learned. The course focuses primarily on the development of the knowledge and attitudes that are required to perform specific tasks. Several examples and illustrations are used throughout the presentation to reinforce the concepts presented. Accounting principles and task-oriented procedures are also included. (3 hr. lecture)

**BAN 2511 MARKETING FOR BANKERS**

**3 credits**

This course covers the functional structure of bank public relations and marketing, staff selection, training, and performance; internal

communication, physical facilities and equipment, marketing and opinion research, policy determination and planning for public relations and marketing, publicity, advertising, marketing and selling, staff selling, the officer call program, community relations, school relations, government relations, relations with banking competitors and other financial institutions, stockholder relations, blueprint for a winning bank. (3 hr. lecture)

**BAN 2750 COMPLIANCE MANAGEMENT**

**1 credit**

Compliance Management takes bank personnel through the steps leading to an effective compliance program. The material provides guidelines for determining how the compliance function fits with the overall bank structure. It also covers the responsibilities of a compliance officer, explains how to implement a valid program and discusses ways to monitor and audit that program for continued efficiency. (1 hr. lecture)

**BAN 2782 BANK INVESTMENTS AND FUNDS MANAGEMENT**

**3 credits**

This course covers the economic background of investments, federal government securities, federal agency securities, municipal securities, general obligation bonds, revenue bonds, market for Treasury and municipal securities, general nature of bank liquidity, primary reserves, secondary reserves, security prices, yield curves and their uses, safety consideration, tax and related considerations, investment policies. (3 hr. lecture)

**BAN 2800 LAW AND BANKING: PRINCIPLES**

**3 credits**

This course provides an overview of the legal aspects of banking. It is designed to equip the student with a nontechnical, clear understanding of all aspects of the legal system that directly affect banks. Topics covered include: the court systems and civil procedures, consumer protection, negotiable instruments, secured transactions, property, documents of title, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, legal aspects of bank transactions. (3 hr. lecture)

**BAN 2931 ACCELERATED PRINCIPALS OF BANKING**

**1 credit**

This course is a condensed version of the popular 16-week course designed to give the participant a concise, sophisticated overview of the banking industry. (1 hr. lecture)

**BCN 1210 BUILDING CONSTRUCTION MATERIALS**

**3 credits**

(Co-requisite: BCN 2253C) This course

covers the sources, properties, and uses of construction materials. (3 hr. lecture)

**BCN 1272 PLANS INTERPRETATION**

**3 credits**

A course designed to develop the student's ability to read and interpret working drawings and specifications as used in the construction industry. (3 hr. lecture)

**BCN 1616 ADVANCED CONSTRUCTION ESTIMATING**

**3 credits**

This is an analysis and determination of building construction costs. It commences with the classification of materials, labor, and subcontracted work into the smallest manageable units; estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings; and including indirect and overhead costs, the preparation of bid proposals and related documents. (3 hr. lecture)

**BCN 1740 CONSTRUCTION LAW**

**3 credits**

This is a study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. It also includes relationship of general contractor to owner, architect, and subcontractor, materialmen and mechanics lien law; bonds; labor law; OSHA; workmen's compensation; taxes; and other statutes and ordinances regulating contractors. (3 hr. lecture)

**BCN 1750 CONSTRUCTION FINANCE**

**3 credits**

This is a study of building construction financing and related contract requirements. Topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provision, cost extras, performance and bid bonds, company profits, cash flow, business loans, and insurance. (3 hr. lecture)

**BCN 2220 CONSTRUCTION MATERIALS AND METHODS**

**3 credits**

This course is designed primarily for the student with some work experience in the construction industry. Current construction methods are analyzed and classified with special attention given on how they evolved. Developments in new materials and systems are also discussed with emphasis on applications and future trends in South Florida. (3 hr. lecture)

**BCN 2253C ARCHITECTURAL DRAFTING**

**3 credits**

(Prerequisite: ETD 1110 or equivalent; co-requisite: BCN 1210) Problems in architecture are studied, such as details of footings,

foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through projects. (1 hr. lecture, 5 hr. lab)

### **BCN 2712 CONSTRUCTION SUPERVISION PROCEDURE**

**3 credits**

This course examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel, and technical and professional individuals. It includes problems of delegation of authority, accountability, morale, motivation, grievances, human relations, leadership, and incentive as encountered in building construction. (3 hr. lecture)

### **BCN 2941 BUILDING CONSTRUCTION EXPERIENCE**

**4 credits**

Credit will be given to a person who can document four years of bona fide experience toward journeyman level tradesmanship. (4 hr. lecture)

### **BCV 0101 A PLUMBER'S APPRENTICE I (FIRST YEAR-TERM A)**

**2 voc. credits**

(Prerequisite: Acceptance into the Plumber's Apprentice Program; co-requisite: BCV 0110 A) Term A covers the essentials of law and careers related to plumbing, various tools, pipes and fittings used in plumbing installation, safety and hazardous materials training, as well as a review of basic mathematics and related sciences applied to the plumber's trade. (72 hr. lecture)

### **BCV 0102 B PLUMBER'S APPRENTICE II (FIRST YEAR-TERM B)**

**2 voc. credits**

(Prerequisite: BCV 0101 A; co-requisite: BCV 0220 B) This course continues the first year of the apprentice program with an overview of installation practices of plumbing fixtures, faucets, and valves. First aid and occupational safety and health are emphasized. The student is introduced to blueprint reading and sketching. (72 hr. lecture)

### **BCV 0203 A PLUMBER'S APPRENTICE III (SECOND YEAR-TERM A) 2 voc. credits**

(Prerequisite: BCV 0102 B; co-requisite: BCV 0310 A) This course begins the second year of the Plumber's Apprentice Program. Classroom instruction continues plumbing installation techniques including water pipes, distribution systems, water heaters, sewage and drainage fixtures. Applied mathematics continues to build on the concepts covered in the first year courses. (72 hr. lecture)

### **BCV 0204 B PLUMBER'S APPRENTICE IV**

**2 voc. credits**

(Prerequisite: BCV 0203 A; co-requisite: BCV 0420 B) This course continues the sec-

ond year of the Plumber's Apprentice Program. Welding techniques and safety are continued from the previous course including soldering, brazing, and cutting, metal-arc, and oxy-acetylene welding and pipe tacking. Plumbing installation techniques are continued covering sewage pumps and ejectors, venting and hangers. The scientific concepts of water and water pressure are related to plumbing. Rigging and hoisting techniques and safety are reviewed. (72 hr. lecture)

### **BCV 0305 A PLUMBER'S APPRENTICE V**

**2 voc. credits**

(Prerequisite: BCV 0204 B; co-requisite: BCV 0510A) This course begins the third year of the Plumber's Apprentice Program. The student is introduced to residential and commercial installation of plumbing fixtures and appliances, more on the mathematical concepts commonly used by plumbers, and emphasis on gas codes for installation, inspection, and testing. (72 hr. lecture)

### **BCV 0306 B PLUMBER'S APPRENTICE VI (THIRD YEAR-TERM B)**

**2 voc. credits**

(Prerequisite: BCV 0306 A; co-requisite: BCV 0620 B) The Plumber's Apprentice student covers further topics in mathematics applied to the trade which include calculations of tank capacities, volume and weight of water, sizing storm drains, and piping expansion. Advanced scientific topics related to the plumbing trade are covered which include heat transfer, basic electricity, electric current, electrical safety, and electrical troubleshooting. Advanced structural blueprint reading are presented including floor plans, site plans, plumbing, electrical, HVAC, and detail plans. (72 hr. lecture)

### **BCV 0407 A PLUMBER'S APPRENTICE VII (FOURTH YEAR-TERM A) 2 voc. credits**

(Prerequisite: BCV 0306 B; co-requisite: BCV 0710 A) This fourth-year course in the Plumber's Apprentice Program begins repair and servicing of residential, commercial, institutional, and industrial fixtures and piping systems. Mathematical concepts are advanced using formulas and tables to calculate pipe and system sizing. Heating systems are covered including hot water boilers, steam boiler, hydronic, warm air, solar, and humidification systems. (72 hr. lecture)

### **BCV 0408 B PLUMBER'S APPRENTICE VIII (FOURTH YEAR-TERM B)**

**2 voc. credits**

(Prerequisite: BCV 0407 A; co-requisite: BCV 0820 B) The final semester in the four-year Plumber's Apprentice Program continues the science applications related to pumps and pump repair and maintenance. Advanced blueprint reading, sketching, and material

take-off and estimated are covered. Plumbing codes are emphasized including regulations regarding sanitary drainage systems, medical facility plumbing, private sewage disposal, potable water supply pumps for mobile homes and trailer parks. (72 hr. lecture)

### **BCV 0110 A PLUMBER'S APPRENTICE CO-OP I**

**3 voc. credits**

(Prerequisite: Admission to the Plumber's Apprentice Program; co-requisite: BCV 0101 A) This is a coordinated work-study program which reinforces the educational and professional growth of students through parallel involvement in classroom studies and field experience in the plumbing trade. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives. (19.5 hr. lab)

### **BCV 0220 B PLUMBER'S APPRENTICE CO-OP II**

**3 voc. credits**

(Prerequisites: BCV 0110 A, BCV 0101 A; co-requisite: BCV 0102 B) This course continues the field experience part of the Plumber's Apprentice Program. It is a coordinated, directed work-study program reinforcing classroom instruction in the plumbing trade. The student and field coordinator determine the objectives for the on-the-job assignment and the student is evaluated according to the objectives. (25 hr. lab)

### **BCV 0310 A PLUMBER'S APPRENTICE CO-OP III**

**3 voc. credits**

(Prerequisites: BCV 0220 B, BCV 0102 B) This course continues the field experience of students in the Plumber's Apprentice Program. Coordinated, directed work-study objectives emphasize work safety in caulking cast iron pipe. (19.5 hr. lab)

### **BCV 0420 B PLUMBER'S APPRENTICE CO-OP IV**

**3 voc. credits**

(Prerequisites: BCV 0310 A, BCV 0203 A, BCV 0204 B) This course completes the second year of the Plumber's Apprentice Program. It continues the directed work-study experience of the apprentice by introducing drainage piping and blueprint reading and layout. (25 hr. lab)

### **BCV 0510 A PLUMBER'S APPRENTICE CO-OP V**

**3 voc. credits**

(Prerequisites: BCV 0420 B, BCV 0204 B) This course continues the Plumber's Apprentice Program by expanding the student's knowledge and skills in the trade. Venting,

pipe cutting, reaming, threading, and flanging are taught including use of power tools and safety. (19.5 hr. lab)

**BCV 0620 B PLUMBER'S APPRENTICE CO-OP VI**

3 voc. credits

(Prerequisites: BCV 0305 A, BCV 0306 B) This course continues the Plumber's Apprentice Program by providing directed work-study experience in hot and cold water systems in domestic installations. (25 hr. lab)

**BCV 0710 A PLUMBER'S APPRENTICE CO-OP VII**

3 voc. credits

(Prerequisites: BCV 0306 B, BCV 0620 B) This course continues the directed work-study portion of the Plumber's Apprentice Program with emphasis on gas systems applications, safety and code requirements. (19.5 hr. lab)

**BCV 0820 B PLUMBER'S APPRENTICE CO-OP VIII**

3 voc. credits

(Prerequisites: BCV 0407 A, BCV 0408 B) This course is the final directed work-study sequence in the four-year Plumber's Apprentice Program. This course trains the student ins single fixture and water heater systems installation. (25 hr. lab)

**BOT 1010 GENERAL BOTANY I**

3 credits

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: BOT 1010L) This is an introductory survey of the plant kingdom with emphasis on phylogenetic relationships. Topics will include cytology, morphology, anatomy, physiology, and economic importance of plants. (3 hr. lecture)

**BOT 1010L GENERAL BOTANY I LABORATORY**

1 credit

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: BOT 1010) The laboratory exercises will correlate with the topics of the lecture. (2 hr. lab)

**BOT 1153 BOTANY II**

3 credits

(Prerequisite: BOT 1010 and BOT 1010L) This is a detailed study of the vascular plants with particular emphasis on their taxonomy, distribution, and ecology. The advanced study of vascular plant morphology and anatomy will be stressed in the laboratory. Field work will include ecological studies and preparation of a plant collection. (3 hr. lecture)

**BOT 1153L BOTANY II LABORATORY**

1 credit

(Prerequisite: BOT 1010; co-requisite: BOT 1153) The laboratory exercises will

correlate with the topics of the lecture. (3 hr. lab)

**BRC 1949 CO-OP: BANKING I**

3 credits

This is a coordinated work-study course which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job banking assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. (1 hr. lecture, 10 hr. lab)

**BRC 2949 CO-OP: BANKING II**

3 credits

This course is a continuation of BRC 1949. (1 hr. lecture, 10 hr. lab)

**BSC 1010 PRINCIPLES OF BIOLOGY**

3 credits

This course is an introduction of the principles of biology designed primarily to acquaint the student with the concepts of cellular biology and biochemistry, genetic theory, evolutionary principles, and ecological problems. Emphasis will be placed on those biological principles which man needs to better understand his role and responsibility to the environment. (3 hr. lecture)

**BSC 1010L PRINCIPLES OF BIOLOGY LABORATORY**

1 credit

(Prerequisite or co-requisite: BSC 1010) Laboratory studies dealing with biochemistry, physiology, taxonomy, morphology, genetics, and other related topics will be emphasized. (2 hr. lab)

**BUL 2241 BUSINESS LAW I**

3 credits

This is an introductory course covering the fundamental concepts of law in our society and in the business environment. Topics included are: State and Federal court systems, common and statutory law, administrative procedures, and constitutional law. Emphasis will be on the study of torts, contracts, bailments, and sales (warranties and liabilities). (3 hr. lecture)

**BUL 2242 BUSINESS LAW II**

3 credits

This course is a continuation of BUL 2241 and includes a study of negotiable instruments (checks, drafts, and notes), principal and agent, business associations (including proprietorships, partnerships, and corporations), debtor-creditor relationships, and real and personal property. (3 hr. lecture)

**CCJ 1010 INTRODUCTION TO CRIMINOLOGY**

3 credits

This course will address four interrelated areas: 1) the history of criminology/ development of criminology; 2) the causes of criminal behavior; 3) ways of defining and measuring crime and criminality; 4) appropriate methods for testing, examining, construction, and criticizing criminological theories. (3 hr. lecture)

**CCJ 1020 ADMINISTRATION OF CRIMINAL JUSTICE**

3 credits

This is an overview of the total system of the administration of justice provided with emphasis on due process, justice and the Constitutional guarantees and the civil rights of citizens and prisoners at various levels. (3 hr. lecture)

**CCJ 1400 POLICE ADMINISTRATION I**

3 credits

This course stresses the administrative activity of a modern police department. Special attention is given to administration, records auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning and training. (3 hr. lecture)

**CCJ 1401 POLICE ADMINISTRATION II**

3 credits

The concern in this course is with the efficient operations of a modern police department. Particular emphasis is placed on that phase of police operations which is usually seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. (3 hr. lecture)

**CCJ 2210 CRIMINAL LAW**

3 credits

This is a study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent, acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. (3 hr. lecture)

**CCJ 2230 LAWS OF EVIDENCE**

3 credits

This course is oriented toward kinds of evidence and rules governing the admissibility of evidence to court and is a continuation of the study of the criminal justice system in the United States. Emphasis is also given to Florida laws of evidence and their application to proper law enforcement. (3 hr. lecture)

**CCJ 2231 LAW OF ARREST, SEARCH AND SEIZURE**

3 credits

This course covers the peace officers' right and duty to make arrests; obligations imposed by oath of officer; distinction be-

tween felony and misdemeanor, requisites of legal arrest as set forth in the Florida Penal Code; immunity from arrest, legal rights to suspect, techniques and procedures in effecting arrests; legal use of force, degree of force, rights of arrested persons; attitude and remarks of arresting officer; laws and regulations pertaining to search and hold for evidence or confiscation of property. (3 hr. lecture)

### **CCJ 2310 ORGANIZATION & ADMINISTRATION OF CORRECTIONAL FACILITIES**

**3 credits**

The organizations of various institutions are studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed. This course includes planning programs for specialized behavioral problems among inmates. (3 hr. lecture)

### **CCJ 2330 PRINCIPLES OF PROBATION AND PAROLE**

**3 credits**

The procedures associated with community-based treatment programs before and after incarceration will be examined in detail. Sentencing patterns, problems, and procedures along with the administrative policies will be emphasized so that a more thorough understanding of the process will be acquired. Proper procedures in the supervision of probationers and parolees with a major impact on individual treatment and counseling methods in order to ensure maximum societal gains will also be explored. (3 hr. lecture)

### **CCJ 2500 JUVENILE DELINQUENCY**

**3 credits**

This is an introduction to the causes and treatment of juvenile delinquency. The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles, juvenile case disposition, juvenile status and court procedures are studied. Also, evaluation of methods in delinquency control and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures. (3 hr. lecture)

### **CCJ 2940 CRIMINAL JUSTICE INTERN PROGRAM**

**4 credits**

(Prerequisite: Sophomore students or others, as determined at the discretion of the division chair, based upon course work or experience) This course examines in detail the functions and operations of local criminal justice agencies. Placements are available with police, courts, and correctional agencies.

Students electing the police concentration will observe individuals involved in the criminal justice system and related security programs whose missions are to reduce crime, protect and secure the citizenry, and provide security and loss prevention. Students will experience and observe activities at various local agencies, to include functions of law enforcement, detention, security and loss prevention, administrative and court procedures.

Students electing the court concentration will have field experiences with the juvenile or adult court systems in Palm Beach County. Experiences may be either with the prosecution or defense and will include court procedures and practices as well as relationships with other criminal justice agencies.

Students electing the corrections concentration will examine in detail the

criminal justice system and/or community-based programs before, during, and after incarceration of either juvenile or adult offenders. Students observe individuals involved in intensive, reality-oriented, responsibility-bound treatment programs geared toward helping offenders lead more socially acceptable and responsible lives. Students will experience and observe activities at various treatment centers, detailed functions of both Intake Process and Probation, Aftercare Procedures, Juvenile and/or Adult Court.

Students will be assigned to different agencies for on-the-job experiences with supervisors. Participants will be assigned, supervised and evaluated by the instructor and agency personnel. (1 hr. lecture, 9 hr. lab)

### **CET 1123C MICROPROCESSORS**

**4 credits**

(Prerequisite: CET 2114C or permission of instructor) The microprocessor is rapidly taking over many of the functions previously done exclusively by the "hard wired logic" methods dealt with in the prerequisite course CET 2114C. This course deals with how microprocessor chips can be lined with appropriate peripheral IC's to accomplish any logic function from simple AND, OR, logic to the complexities of the general purpose digital computer. Emphasis will be on the use of the microprocessor as a controller, rather than as a data processor. Topics covered include: the logic of the microprocessor chip, bussing, memory, programming, interfacing, A/D and D/A conversion, and device communications. The 8080 microprocessor trainers are provided in the lab. Students get hands-on experience programming and interfacing to actual equipment. (3 hr. lecture, 2 hr. lab)

### **CET 1143C MICROPROCESSOR APPLICATIONS**

**3 credits**

(Prerequisites: CET 1123C and CET 2114C) The emphasis of the course is on microprocessor applications in the industrial environment. Topics covered include stepper motor and servo motor control; transducer sensing with feedback control of a process; serial, parallel, IEEE 488 interfacing; and assembly language programming. Z-80 microprocessor boards with a varied selection of interfacing boards are available for laboratory projects. (3 hr. lecture)

### **CET 2114C LOGIC CIRCUITS**

**4 credits**

There are no prerequisites; however, a knowledge of basic DC theory would be helpful. This course is a study of digital devices and systems included in SSI and MSI technology. Topics covered include number system; binary arithmetic; Boolean algebra and theorems; Karnaugh maps and other reduction techniques; basic AND, or, NOT, NAND, and NOR gates and FF's; counters; registers; arithmetic circuits; and multiplexors. In the lab, students construct logic blocks and small logic systems from the basic chips and test actual circuits against theory. (3 hr. lecture, 2 hr. lab)

### **CGS 1060 PC STARTER**

**1 credit**

This course introduces the computer novice to the Personal Computer (PC). The objective is to familiarize students with the keyboard, disks, printers, DOS, and the major application software packages. A number of practical problems are solved during hands-on laboratory sessions. (1 hr. lecture)

### **CGS 1361 INTRODUCTION TO COMPUTERS**

**3 credits**

This course is an introduction to data processing concepts. Topics include basic computer theory, file storage media, input-output devices, data processing terminology, software concepts, flowcharting, number systems, historic development of data processing, word processing, spreadsheets, database, and an introduction to programming using the BASIC language. (3 hr. lecture)

### **CGS 1470 COMPUTER DRAFTING**

**2 credits**

(Prerequisite: EGS 1111 or equal) This course introduces students to the concepts and use of computer-aided drafting systems as applied to Design and Drafting Technology. A rapidly growing high-technology, CAD will open up many innovations and possibilities to design drafting. Hands-on ex-

perience with the VERSICAD is the major part of the course. (1 hr. lecture, 3 hr. lab)  
**CGS 1510 LOTUS 1-2-3**

**1 credit**

This is an introductory course in the use of a popular spreadsheet, LOTUS 1-2-3. This course presents the basics of developing spreadsheets and reviews some applications for this valuable analytical tool. This is the first in a series of courses dealing with electronic spreadsheets. (1 hr. lecture)

**CGS 1511 LOTUS 1-2-3 INTERMEDIATE**

**1 credit**

(Prerequisite: CGS 1510) This is the second course in the use of the popular spreadsheet LOTUS 1-2-3. This course expands on the concepts developed in the first course, CGS 1510, and develops the use of LOTUS functions. (1 hr. lecture)

**CGS 1512 LOTUS MACROS**

**1 credit**

(Prerequisite: CGS 1511 or permission of instructor) This is the third course in the spreadsheet sequence. In this course, the student learns to use the LOTUS 1-2-3 MACRO LANGUAGE to customize and automate spreadsheet applications. (1 hr. lecture)

**CGS 1540 dBASE III PLUS: BEGINNING**

**1 credit**

This is the first course in a three-course sequence. Students are introduced to data base concepts and capabilities. Simple database files are created and indexed; reports and mail labels are produced. Both the ASSIST menu system and the dot prompt commands are used. (1 hr. lecture)

**CGS 1541 dBASE III PLUS: INTERMEDIATE**

**1 credit**

(Prerequisite: CGS 1540 or permission of instructor) This is the second course in a three-course sequence. Additional dot prompt commands are covered, and command language programming is introduced. (1 hr. lecture)

**CGS 1542 dBASE III PLUS PROGRAMMING**

**1 credit**

(Prerequisite: CGS 1541 or permission of instructor) This is the third course in a three-course sequence. The emphasis is on command language programming. Custom input screens are designed. Multiple files are linked and operated on. (1 hr. lecture)

**CGS 1560 PC DISK OPERATING SYSTEMS (DOS)**

**1 credit**

(Prerequisite/co-requisite: CGS 1060 or CGS 1361 or equivalent computer experience) This course covers the major PC DOS commands, the use of batch files, the use of

EDLIN, installation of application software, and hard disk file management. (1 hr. lecture)  
**CGS 1561 INSIDE THE PC**

**1 credit**

(Prerequisite: CGS 1560 or equivalent experience) This course is designed to teach students with a nontechnical background how to initially install a personal computer and how to keep the system running efficiently throughout its life-cycle. Students will learn how to maintain the system, diagnose common hardware problems, install new software packages, and upgrade the hardware. A number of utility programs will be used which assist in these activities. (1 hr. lecture)

**CGS 2104 MICROCOMPUTER OPERATIONS - ACCOUNTING**

**3 credits**

(Prerequisites: ACG 2071 and CGS 1510 or permission of instructor) This course is an overview of microcomputer accounting applications. A general accounting program is used to complete the accounting cycle for different types of businesses. LOTUS 1-2-3 is used to develop spreadsheet analyses. (3 hr. lecture)

**CGS 2472 ADVANCED COMPUTER DRAFTING**

**3 credits**

(Prerequisite: CGS 1470 or equivalent experience) This is a continuation of the concepts and principles of computer-aided drafting and design as applied to the student's special field of interest (civil, architectural or mechanical). In addition to advanced software for the CAD-apple 2D system, the students will learn VERSICAD and AUTOCAD. (1 hr. lecture, 5 hr. lab)

**CHD 1110 INFANTS/TODDLERS**

**3 credits**

This course, which is designed for the prospective caregiver of infants and toddlers, will successfully prepare the student for group care in center-based settings, for family-based day care, or for home care of children. (3 hr. lecture)

**CHD 1130 FOUNDATIONS OF COMPETENCE IN THE PRESCHOOL CLASSROOM I**

**3 credits**

(Prerequisite: CHD 1110) This course is a continuation of CHD 1110. It provides a foundation of knowledge and understanding of child growth and development as a basis for planning and providing developmentally appropriate learning experiences in preschool classrooms. (3 hr. lecture)

**CHD 1131 FOUNDATIONS OF COMPETENCE IN THE PRESCHOOL CLASSROOM II**

**3 credits**

This course provides a foundation of knowledge and understanding of child growth and development as a basis for planning and providing developmentally appropriate learning experiences in preschool classrooms. (3 hr. lecture)

**CHD 1132 CDA PRACTICUM I**

**3 credits**

This course provides the student with the skills and resources necessary for the preparation of the CDA Portfolio—a collection of 3 classroom activities or experiences in each of the 13 functional areas, which documents the students' understanding of the concept of developmental appropriateness of classroom activities for preschool children. (3 hr. lecture)

**CHD 1133 CDA PRACTICUM II**

**3 credits**

(Prerequisite: CHD 1132) This course is a continuation of CHD 1132 and provides the student with the skills and resources necessary for the preparation of the CDA Portfolio—a collection of 3 classroom activities or experiences in each of the 13 functional areas, which documents the students' understanding of the concept of developmental appropriateness of classroom activities for preschool children. (3 hr. lecture)

**CHD 1220 CHILD DEVELOPMENT, INFANCY/PRESCHOOL**

**3 credits**

This course explores parenting in relation to fulfilling children's needs, child development and growth of the infant and preschool child. It covers emotional, intellectual, physical and social development, stages of childhood, communication process between adult and child, guidance approaches, health and safety, family structures, issues affecting the child and family and community resources which provide parent education, family and children services, and other related resources. (3 hr. lecture)

**CHD 1320 METHODS AND MATERIALS I**

**3 credits**

This course is designed to instruct students in the preparation of classroom learning centers, in choosing and constructing suitable learning materials for art, music, sensorial and language, and in methods of presentation in order to guide children in the proper use of these materials. (3 hr. lecture)

**CHD 1338 METHODS AND MATERIALS II**

**3 credits**

(Prerequisite: CHD 1320) This is a continuation of CHD 1320 and covers the subject areas of mathematics, science, daily

living, social studies, dramatic play, and computers. (3 hr. lecture)

**CHD 1440 EARLY CHILDHOOD EDUCATION PRACTICUM I**

**3 credits**

(Co- and/or prerequisites: EEC 1001, CHD 1220, CHD 1320) This course is focused on introducing the student to the classroom responsibilities by requiring them to plan, implement, and evaluate learning activities; supervising children's behavior; and plan a week's unit of activities. Additional assignments are decided on by the student and supervising teacher to suit the needs and skills of the student. (9 hr. lab)

**CHD 1441 EARLY CHILDHOOD EDUCATION PRACTICUM II**

**3 credits**

(Prerequisite: CHD 1440) This course is a continuation of CHD 1440. The student is still working in the classroom planning activities and supervising children; in addition, emphasis is placed on the administrative responsibilities of operating a child-care program; i.e., staff meetings, personnel records, staff evaluation, etc. (9 hr. lab)

**CHD 1561 CHILD DEVELOPMENT ASSOCIATE - PORTFOLIO BUILDING I**

**3 credits**

This is a coordinated program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area. (1 hr. lecture, 10 hr. lab)

**CHD 1562 CHILD DEVELOPMENT ASSOCIATE - PORTFOLIO BUILDING II**

**3 credits**

(Prerequisite: CHD 1561) This course is a continuation of CHD 1561 and is a coordinated program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. CDA candidates will incorporate the last six functional areas in their objectives. A portfolio will be developed for each area. (1 hr. lecture, 10 hr. lab)

**CHD 1949 CO-OP: EARLY CHILDHOOD EDUCATION I**

**3 credits**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor, according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area. (1 hr. lecture, 10 hr. lab)

**CHD 2227 MANAGING CHILDREN'S BEHAVIOR**

**3 credits**

This course will move from an overview of Child Development and Behavior Management to the focused application of current methods. Specific discipline techniques that are supportive of the emerging self-concept of the child will be examined. Care-takers - parents and child care workers - will develop behavior management skills to meet a variety of needs. (3 hr. lecture)

**CHD 2800 CHILD CARE FACILITY MANAGEMENT**

**3 credits**

All aspects of opening and operating a child care facility will be explored. Guidelines will be set up for organizing child care services; business management; personnel considerations; establishment and communication of policies; safety, nutrition and health and curriculum and equipment. (3 hr. lecture)

**CHD 2949 CO-OP: EARLY CHILDHOOD EDUCATION II**

**3 credits**

(Prerequisite: CHD 1949) This course follows CHD 1949. (1 hr. lecture, 10 hr. lab)

**CHM 1015 PRINCIPLES OF CHEMISTRY**

**3 credits**

This course is an introduction to the principles of chemistry for students who do not need the more intensive courses. It covers the structure of atoms, periodic law, pH, and other important concepts of general chemistry, and progresses through elementary organic chemistry into certain areas of biochemistry. It includes some chemistry relevant to health and the numerous chemical products in use today and serves as co- or prerequisite for CHM 1015L. (3 hr. lecture)

**CHM 1015L LABORATORY FOR CHM 1015**

**1 credit**

(Co- or prerequisite: CHM 1015) This course is a study of metric measurements, physical and chemical properties, elements

and compounds, and many laboratory techniques and skills. (2 hr. lab)

**CHM 1040 GENERAL CHEMISTRY I**

**3 credits**

(Co-requisite: MAT 1033) This course is the first of a three-semester sequence, which is a thorough study of the theories, laws and principles of general chemistry, and their applications. This course emphasizes chemical electronic structure, stoichiometry and bonding. (This course may be exempted by examination.) (3 hr. lecture)

**CHM 1041 GENERAL CHEMISTRY II**

**3 credits**

(Prerequisite: CHM 1040 or acceptable score on waiver examination; co-requisite: MAC 1102 & CHM 1041L) This course is a continuation of CHM 1040. It is the second semester of a three-semester sequence. This course emphasizes states of matter, solutions, thermodynamics, acids and bases and nuclear chemistry. (3 hr. lecture)

**CHM 1041L GENERAL CHEMISTRY II LABORATORY**

**1 credit**

(Co-requisite: CHM 1041) Laboratory for CHM 1041. (3 hr. lab)

**CHM 2046 GENERAL CHEMISTRY III**

**3 credits**

(Prerequisites: CHM 1041, 1041L; co-requisite: MAC 1102 & CHM 2046L) This course is a continuation of CHM 1041. It is the third semester of a three-semester sequence. This course emphasizes kinetics, equilibrium, and electrochemistry. (3 hr. lecture)

**CHM 2046L GENERAL CHEMISTRY III LABORATORY**

**1 credit**

(Co-requisite: CHM 2046) Laboratory for CHM 2046. (3 hr. lab)

**CHM 2120C QUANTITATIVE ANALYSIS**

**4 credits**

(Prerequisite: CHM 2046 & 2046L or equivalent) The theory and practice of exact methods of chemical analysis, including volumetric, gravimetric, and an introduction to instrumental methods. (2 hr. lecture, 6 hr. lab)

**CHM 2210 ORGANIC CHEMISTRY I**

**3 credits**

(Prerequisite: CHM 1041 & 1041L; co-requisite: CHM 2210L) First of a two-semester sequence, covering fundamental concepts, nomenclature, synthesis and reactions of the many classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. (3 hr. lecture)

**CHM 2210L ORGANIC CHEMISTRY I  
LABORATORY****1 credits**

(Co-requisite: CHM 2210) (4 hr. lab)

**CHM 2211 ORGANIC CHEMISTRY II****3 credits**

(Prerequisite: CHM 2210; co-requisite: CHM 2211L) Continuation of CHM 2210. (3 hr. lecture)

**CHM 2211L ORGANIC CHEMISTRY II  
LABORATORY****1 credit**

(Co-requisite: CHM 2211) (4 hr. lab)

**CIS 2300 CICS (CUSTOMER  
INFORMATION CONTROL SYSTEM)****3 credits**

(Co- and/or prerequisite: COP 2121) This course will include map building, CICS command-level instructions using the COBOL computer language, terminal control functions, program linkage area (DFHCOM-MAREA), interprogram linkage, program debugging using the CICS/VS storage dumps and EDF, techniques in using the EIB. (2 hr. lecture, 2 hr. lab)

**CIS 2321 SYSTEMS AND APPLICATIONS****3 credits**

This is a course which utilizes system analysis techniques for the solution of business and data processing problems. A team approach is stressed throughout the course of study. Major topics include methods of system investigation, input/output design, system documentation, communication, system implementation, security, hardware selection, and software selection. A case study approach is utilized. (3 hr. lecture)

**CJT 2100 CRIMINAL INVESTIGATION****3 credits**

This is a general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. It emphasizes interrogation techniques, evidence, how to mark, preservation - after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery, and other crime-scene investigations. Narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor are also explored. (3 hr. lecture)

**CJT 2140 INTRODUCTION TO  
CRIMINALISTICS****3 credits**

(Co- or prerequisite: CJT 2100 or CCJ 2230) This is a course designed to familiarize the student with the capabilities of the modern crime laboratory and its contribution to the criminal justice system. Selected laboratory experiments, scientific analysis, comparison procedures, and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemi-

cals, photographs, firearms, and ballistic examinations will be accomplished. (3 hr. lecture)

**CLP 2002 PERSONALITY  
DEVELOPMENT AND ADJUSTMENT****3 credits**

(Prerequisite: PSY 2012) This course is a summary of the major personality theories. A variety of techniques of self-management in relationship to personal growth, sensitivity to the needs of others and effective adjustment are explored through personal assessments and experiential encounters. (3 hr. lecture)

**COA 1100 CONSUMER EDUCATION****3 credits**

This course offers concepts relating to consumer and personal financial decisions. It teaches an individual to think for himself in the marketplace, to recognize and use educational advertising, to spend income to obtain the greatest personal satisfaction, to manage money to attain a particular life style. (3 hr. lecture)

**COE 2949 CO-OP: SUCCESSFUL  
EMPLOYABILITY TECHNIQUES****1 credit**

This course includes the skills and procedures involved in the job search, developing good work habits, handling job changes, and enhancing personal life skills. The student will prepare a portfolio, including a resume, letter of application, and career information that will aid in career advancement. (1 hr. lecture)

**COP 1002 STRUCTURED  
PROGRAMMING****3 credits**

(Prerequisite or co-requisite: CGS 1361) This course teaches the concept of structured programming. It emphasizes the use of control graphs, basic structures, logic structures using pseudocode, and functional structure charts. The course stresses the importance of program segmentation and top-down walk-through. (3 hr. lecture)

**COP 1160 PROGRAMMING RPG II****3 credits**

(Prerequisite: CGS 1361) RPG II (Report Program Generator) is a problem-oriented programming language designed essentially to obtain data from single or multiple rules, perform calculations and table lookup as required and write reports and/or update files. Students will solve elementary to moderately complex business problems. (2 hr. lecture, 2 hr. lab)

**COP 1170 PROGRAMMING IN BASIC****3 credits**

This course introduces the student to BASIC language programming. Problems are

selected from a range of disciplines including business and the sciences. There are no prerequisites; however, knowledge of high-school-level algebra would be helpful. (3 hr. lecture)

**COP 1220 INTRODUCTION TO  
PROGRAMMING IN C****3 credits**

(Prerequisite: CGS 1361; may be waived by permission of instructor) This course is an introduction to the C language. The course emphasizes the use of structured design, problem design, algorithm design, coding, debugging, testing, and documentation. It stresses the importance of program segmentation through utility development and top-down design. It will provide a foundation for further studies in computer science. (3 hr. lecture)

**COP 1400 ASSEMBLY LANGUAGE  
PROGRAMMING****3 credits**

(Prerequisite: CGS 1361) This course introduces concepts in computer programming in a low-level language covering data manipulation, arithmetic, control, and I/O. The course stresses systems architecture and debugging techniques. The facilities, capabilities, and conventions of an IBM multiprogramming system are emphasized. (2 hr. lecture, 2 hr. lab)

**COP 1403 ASSEMBLY LANGUAGE FOR  
THE PC****3 credits**

(Prerequisite: CGS 1361. Recommended requisites: Any programming language-COP 2200, COP 2120, COP 2310-or permission of instructor) This course introduces computer architecture and computer programming in a low level, symbolic language. This course will provide students with the knowledge of "How hardware is interfaced with software," "How arithmetic is performed," "How character strings are handled," and "What happens at the machine level." Personal computer microprocessors (8086, 80286 and 80386) will be used for this course. (2 hr. lecture, 2 hr. lab)

**COP 2120 PROGRAMMING COBOL****3 credits**

(Prerequisite: CGS 1361) COBOL (Common Business Oriented Language) is the programming language specifically designed to solve business problems. Emphasis is on programming skills, efficiency in structured programming. Students are required to write and execute programs for comprehensive business case studies. (2 hr. lecture, 2 hr. lab)

**COP 2121 COBOL APPLICATIONS****3 credits**

(Prerequisite: COP 2120) A course de-

signed to familiarize the student with the advanced capabilities of COBOL. Students will solve selected practical business applications using structured programming techniques. Emphasis is on file handling, tables, sorting, validation, and subroutines. (2 hr. lecture, 2 hr. lab)

#### **COP 2200 FORTRAN PROGRAMMING**

3 credits

(Prerequisite: MAC 1102 or higher) This course introduces the students to flowcharting techniques and to the programming of mathematical problems in Fortran 77. Emphasis is on the algorithmic approach. (3 hr. lecture)

#### **COP 2210 PASCAL I: AN INTRODUCTION TO PROGRAMMING**

3 credits

(Prerequisite: CGS 1361) This course teaches the PASCAL language. The course emphasizes the use of structured design, problem design, algorithm design, coding, debugging, testing, and documentation. It stresses the importance of program segmentation through utility development and top-down design. It will provide a foundation for further studies in computer science. (3 hr. lecture)

#### **COP 2341 UNIX OPERATING SYSTEM**

3 credits

(Prerequisite: CGS 1361 and one programming language, or instructor's permission) This course is an introduction to the philosophy, general and specific features, and capabilities of the UNIX operating system. Emphasis will be placed on AT&T's System V and the Bourne Shell. Topics will include the use of the shell scripts, electronic mail, utilities and editors. The student will become familiar with the use of UNIX in the business/scientific programming environment. (3 hr. lecture)

#### **CPO 2002 COMPARATIVE GOVERNMENTS**

3 credits

This course is a multinational analysis of political institutions and processes which examines political systems with common and diverse elements. Structure, process, domestic and foreign policies, and regional roles are considered in Britain, France, Germany, and Canada. (3 hr. lecture)

#### **CRW 2000 CREATIVE WRITING**

3 credits

This course offers the theory and practice in writing poetry and fiction with assigned collateral readings. Since this is a workshop-centered course, students' works will be discussed and considerable writing and rewriting will be required. At the end of the course, students will submit a portfolio of

their own work. Students will also learn the proper procedure for submitting a work to a publisher. (3 hr. lecture)

#### **CRW 2100 SHORT-STORY WRITING**

3 credits

(Prerequisite: CRW 2000 or equivalent) This course will involve intensive study of the process of writing short fiction. Some time will be spent in discussion of the fiction of professional writers in order to learn the elements of the writing process. A substantial portion of the course will be devoted to the discussion of student writing in a workshop setting. (3 hr. lecture)

#### **CRW 2200 SCREENWRITING**

3 credits

(Prerequisites: ENC 1101, CRW 2000) This course will involve intensive study of the process of writing for the screen. Some time will be spent examining and discussing the work of professional screenwriters to learn the elements of the writing process. A substantial portion of the course will be devoted to the discussion of student-writing in a workshop setting. (3 hr. lecture)

#### **CTE 1310 ELEMENTS OF CLOTHING CONSTRUCTION**

3 credits

Emphasis is placed on learning to take accurate measurements and construct properly fitting garments through the use of commercial patterns and fundamental techniques of sewing. (2 hr. lecture, 2 hr. lab)

#### **CTE 1401 TEXTILES**

3 credits

This course is a study of the characteristics, care, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practice in identification of fibers, weaves, and fabric finishes is also included. (3 hr. lecture)

#### **CTE 1731 TRADE SKETCHING**

3 credits

This course offers a simple method of drawing and coloring apparel design sketches. (3 hr. lecture)

#### **CTE 1743 PATTERN MAKING I**

3 credits

(Prerequisite: CTE 1310 or equivalent) This course teaches the basic steps in the development of dress patterns by the flat pattern drafting method and development of the hip-length sloper to personal measurements; also designing and making a pattern for a simple basic dress. (3 hr. lecture)

#### **CTE 1744 PATTERN MAKING II**

3 credits

(Prerequisite: CTE 1743) This course offers advanced work in the flat-pattern method of making patterns. The student will gain an

increased understanding in garment fitting, altering patterns, working out creative designs and organizing work efficiently. (3 hr. lecture)

#### **CTE 1746 PATTERN GRADING**

1 credit

(Prerequisite: CTE 1743 or CTE 2751) The advanced fashion student will study the theory and application of women's pattern grading. The course gives the student experience in grading a basic pattern into a range of sizes. (1 hr. lecture)

#### **CTE 1851 VISUAL MERCHANDISING AND FASHION SHOW PRODUCTION**

3 credits

This course will include coordinating, analyzing, and forecasting fashion trends and the presentation of special sales promotions. Emphasis will be placed on the steps required and decisions necessary to produce a fashion show. The promotional impact and effectiveness of fashion shows will be discussed, as well as the actual planning and production of a formal show. (3 hr. lecture)

#### **CTE 1949 CO-OP: HOME ECONOMICS I**

3 credits

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job home economics assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. (1 hr. lecture, 10 hr. lab)

#### **CTE 1950 EUROPEAN FASHION CENTERS**

2 credits

A trip to European fashion centers will broaden the student's knowledge of the total fashion industry. Viewing historical costumes in museums, visiting couture sample rooms, textile manufacturers, famous apparel stores and many more experiences make textbook learning a reality.

#### **CTE 1955 NEW YORK FASHION VISIT**

1 credit

This course offers students of design, retailing and merchandising an overview of the fashion industry, historical perspective of apparel collections, access to trade fairs and fashion shows, testing centers and manufacturers. (1 hr. lecture)

#### **CTE 2200 VISUAL DESIGN IN FASHION**

3 credits

This course is the study of the sociological and psychological influence of clothing choices in all parts of the world; the study of the elements and principles of design as they

relate to apparel; color and its effects on apparel; quality and care of apparel. (3 hr. lecture)

### **CTE 2340 ADVANCED CLOTHING CONSTRUCTION**

3 credits

(Prerequisites: CTE 1310) This is further application of the sewing principles and techniques as they are used to achieve the custom-made look in clothing suitable to the individual. (2 hr. lecture, 2 hr. lab)

### **CTE 2363 COMMERCIAL GARMENT PRODUCTION**

3 credits

(Co- or prerequisite: CTE 1310 or equivalent knowledge) This is a beginning sewing course which emphasizes the techniques and short cuts used in the construction of commercial garments and the criteria for judging quality workmanship. It is not the purpose of the course to produce skilled factory seamstresses, although a certain amount of skill will be developed, depending on the ability of the student. Such sewing skill will be necessary for success in advanced fashion design courses and will be of benefit to the student who intends to seek employment in any phase of the fashion industry. (2 hr. lecture, 2 hr. lab)

### **CTE 2511 HISTORY OF COSTUME AND FASHION I**

3 credits

(Prerequisite: Must be followed by CTE 2512) This course is a study of "Ancient Mediterranean Civilizations (5000 B.C.) through the Renaissance" (1600 A.D.) by studying historical progression of clothing styles with an examination of each period of history as to life styles, economics and cultural influences to the mode of dress. Analyzing current fashion and costuming for historical inspiration will be undertaken. (3 hr. lecture)

### **CTE 2512 HISTORY OF COSTUME AND FASHION II**

3 credits

(Prerequisite: CTE 2511) Covering the "Renaissance 1600 A.D. to Present Day," this is a thorough study of historical progression of clothing styles with an examination of each period of history as to life styles, economics and cultural influences to the mode of dress. Analyzing current fashion and costuming for historical inspiration will be undertaken. (3 hr. lecture)

### **CTE 2748 APPLIED FASHION DESIGN**

3 credits

(Prerequisite: CTE 2751) This course is an advanced study of tailoring procedures. Advanced designing is emphasized as the student designs a collection of styles which

he/she sketches, makes the pattern, drapes and constructs. (3 hr. lecture)

### **CTE 2751 DRAPING**

3 credits

(Prerequisite: CTE 1310 or equivalent) The basic principles of draping a pattern on a dress form will be taught. The student will learn how to complete the draped pattern using flat pattern-making techniques learned in CTE 1743. Original designs will be created on the dress form. (2 hr. lecture, 2 hr. lab)

### **CTE 2949 CO-OP: HOME ECONOMICS II**

3 credits

This course is a continuation of CTE 1949. (1 hr. lecture, 10 hr. lab)

### **DAA 1050 FUNDAMENTALS OF RHYTHMICS**

2 credits

Basic fundamentals of folk dance, square dance, singing games and other rhythmic activities are offered. (1 hr. lecture, 2 hr. lab)

### **DAA 1502 INTERMEDIATE JAZZ I**

2 credits

Emphasis is on stylized percussive movement on a strong rhythmic base. A short dance sequence encompassing these skills is required. Admission is by audition. (3 hr. lab)

### **DAA 2160 CONTEMPORARY DANCE I**

1 credit

Included in this course are theory and practice of basic body conditioning exercises, fundamentals of movement and its relationship to rhythm, design, and dynamics. (2 hr. lab)

### **DAA 2161 CONTEMPORARY DANCE II**

1 credit

This course is designed to give the student further opportunity to pursue the study and application of rhythmic movement through combining acquired skills and knowledge. (2 hr. lab)

### **DAA 2204 ADVANCED BALLET I**

3 credits

This course perfects the execution of classical ballet technique, with emphasis on performing projection and audience communication. Stress is on aesthetic quality of movement and phrasing. Admission is by audition and permission of the instructor. (5 hr. lab)

### **DAA 2205 ADVANCED BALLET II**

3 credits

(Prerequisite: DAA 2204) This course is a continuation of perfecting the execution of classical ballet technique with emphasis on performing, projection and audience communication. Stress is on aesthetic quality of movement and phrasing. (5 hr. lab)

### **DAA 1200 BASIC BALLET I**

2 credits

This course consists of basic positions and fundamental barre exercises and the use of ballet vocabulary (French terms). Stress is on correct alignment of the body and the application of simple step combinations in center work. (3 hr. lab)

### **DAA 1201 BASIC BALLET II**

2 credits

(Prerequisite: DAA 1200 or permission of instructor) This course is a continuation of basic positions and fundamental barre exercises, and the use of ballet vocabulary (French terms). Stress is on correct alignment of the body and the application of simple step combinations in center work. (3 hr. lab)

### **DAA 1202 INTERMEDIATE BALLET I**

3 credits

(Prerequisite: DAA 1201) Emphasis is on the development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Applications of phrasing and quality of movement are stressed. Admission is by audition. (5 hr. lab)

### **DAA 1203 INTERMEDIATE BALLET II**

3 credits

(Prerequisite: DAA 1202) Continuance of emphasis is on the development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Applications of phrasing and quality of movement are stressed. (5 hr. lab)

### **DAA 1220 INTERMEDIATE POINTE I**

1 credit

(Co-requisite for women: DAA 1202) This is an introduction of fundamentals and exercises for the development of pointe technique. Class practical work, with a few outside projects, is covered. Admission by audition. (3 hr. lab)

### **DAA 1221 INTERMEDIATE POINTE II**

1 credit

(Prerequisite: DAA 1220; co-requisite for women: DAA 1203) This course is a continuance of introduction of fundamentals and exercises for the development of pointe technique. Material covered as in class practical work, with a few outside projects. (3 hr. lab)

### **DAA 1500 MODERN JAZZ DANCE I**

1 credit

This course is designed to give the student a knowledge of and fundamental skills in modern jazz dance styles and techniques. (2 hr. lab)

### **DAA 1501 BASIC JAZZ**

2 credits

Study and execution of basic principles of jazz dance are characterized by stylized percussive movement on a strong rhythmic base. (3 hr. lab)

**DAA 2222 ADVANCED POINTE I****1 credit**

(Prerequisite: DAA 1221; co-requisite for women: DAA 2204) This course is a continuation of the introduction of fundamentals and exercises for the development of pointe technique. Class practical work, with a few outside projects, is covered. (3 hr. lab)

**DAA 2223 ADVANCED POINTE II****1 credit**

(Prerequisite: DAA 2222; co-requisite for women: DAA 2205) This course is a continuation of introduction of fundamentals and exercises for the development of pointe technique. Class practical work, with a few outside projects, is covered. (3 hr. lab)

**DAA 2230 MEN'S ADVANCED TECHNIQUE I****1 credit**

(Co-requisite for men: DAA 2222). This course is a continuation of perfecting the execution of classical ballet technique with emphasis on jumping, turning and beats. These steps are most often used by men in classical works. (3 hr. lab)

**DAA 2231 MEN'S ADVANCED TECHNIQUE II****1 credit**

(Prerequisite: DAA 2230; co-requisite for men: DAA 2205) This course is a continuation of perfecting the execution of classical ballet technique with emphasis on jumping, turning and beats. These steps are most often used by men in classical works. (3 hr. lab)

**DAA 2374 FOLK AND SQUARE DANCE****1 credit**

This course includes the study, practice and application of basic skills in the square dance and other folk dances of America and other countries. (2 hr. lab)

**DAA 2501 MODERN JAZZ DANCE II****1 credit**

(Prerequisite: DAA 1500) An in-depth study of jazz dancing techniques, current jazz styles, and patterns of rhythmic choreography. (2 hr. lab)

**DEA 0700 BASIC DENTAL ASSISTING SKILLS**

(Co-requisites: DEA 0701, DEA 0702, or permission of the program manager) This course is designed to provide training in basic skills to enable the student to function as an entry-level dental assistant. This will be accomplished by a combination of didactic and laboratory exercises with reinforcement by on-the-job applications. (Vocational credit, nontransferable) (338 clock hours).

**DEA 0701 BASIC DENTAL ASSISTING SKILLS IN RADIOLOGY**

(Prerequisite: Certificate of completion of DEA 0700) This course is designed to in-

struct the completers of DEA 0700 in the basic technical skills in Oral Radiology. Successful completion of this course will allow the student to apply to the Florida Department of Professional Regulations for certification as a dental radiographer. (92 contact hours; vocational credit, nontransferable).

**DEA 0702 EXPANDED FUNCTIONS**

(Prerequisite: DEA 0700) This course is designed to provide the basic knowledge and clinical practice necessary for the dental assisting student to perform the expanded duty functions permitted by the Rules and Regulations of the Florida State Board of Dentistry. (146 contact hours; vocational credit, nontransferable).

**DEH 1003 CLINICAL DENTAL HYGIENE I****3 credits**

(Co-requisites: DEH 1003L, DEH 2720) This is a competency-based course designed to introduce the student dental hygienist to the history of oral hygiene, medical/dental terminology, and the theory and techniques of instrumentation and polishing. Before transference of procedures to human patients, the student will learn and master the principles of professionalism and procedures as they relate to: infection control, how to record a medical history, conduct a complete and thorough extra/intra oral examination, and removal of hard deposits and stains from tooth surfaces. Completion of all course material to the minimum standard competency within the semester time parameter is required to progress to Clinic II and delivery of dental hygiene care to the public. (3 hr. lecture)

**DEH 1003L CLINICAL DENTAL HYGIENE I LABORATORY****3 credits**

(Co-requisites: DEH 1003, DEH 2720.) This course is the practical application of the theory and technique of instrumentation and polishing mastered on the dental manikin before transference of procedures to human patients. This course is comprised of professionalism. PBCC Dental Hygiene Clinical procedures (includes paperwork, infection control, patient protocol, etc.), task analyses, guidelines, requirements, a technical competency, and a total technical competency. Students MUST master and complete all of the above to a minimum standard within a set time parameter to progress to Clinic II and delivery of dental hygiene care to the public. (8 hr. lab)

**DEH 1800C CLINICAL DENTAL HYGIENE II****7 credits**

(Prerequisite: A grade of C or above is required in DEH 1003 and DEH 1003L.) Stu-

dents will be required to complete a specific number of dental prophylaxis and radiographs for adults and children in the clinic under the supervision of the clinical supervisor and faculty. This course also includes the didactic and practical experiences in vital signs, emergency procedures, fluorides, sealants, and initial dental disease control. (2 hr. lecture, 15 hr. lab)

**DEH 2600 PERIODONTICS I****1 credit**

This course is the initial introduction and foundation of periodontics covering the identification of the characteristics of periodontal disease and describing a holistic view of treatment. Concepts such as chronicity, host resistance, aging and stress are also covered. (1 hr. lecture)

**DEH 2604 PERIODONTICS II****1 credit**

(Prerequisite: DEH 2600) This second course deals with specific treatment techniques and differing treatment philosophies as an extension of the basic foundation laid in Section I. (1 hr. lecture)

**DEH 2605 PERIODONTICS III****1 credit**

(Prerequisite: DEH 2604) The third course further builds on the basic foundation with emphasis on periodontics and current dental hygiene concepts, including nutrition and periodontics. There is a direct application of didactic material to clinical skills with treatment planning covering plaque control through gingival curettage. (1 hr. lecture)

**DEH 2606 PERIODONTICS IV****3 credits**

(Prerequisite: DEH 2605) The final course in this sequence includes review of current literature with emphasis on library assignments, seminar sessions, and externship on a rotating basis in local private periodontal practice. (2 hr. lecture, 3 hr. lab)

**DEH 2701C COMMUNITY DENTISTRY****2 credits**

This course covers prevention and control of dental disease in the community through the study of biostatistics and epidemiology. Students will be responsible for assessing, planning, implementing and evaluating procedures in oral health community programs through a combination of lecture and field experience. Emphasis will also be placed on alternative practice settings in community dentistry for the dental hygiene practitioner. (1 hr. lecture, 2 hr. lab)

**DEH 2720 PREVENTIVE DENTISTRY I****1 credit**

This course is divided into three semesters. The first semester includes the study of fac-

tors involved in the formation and retention of dental deposits: soft, hard and stains. The etiology of decay is detailed. (1 hr. lecture)

**DEH 2722 PREVENTIVE DENTISTRY II** 2 credits

(Prerequisite: DEH 2720) This is an introduction to patient preventive treatment planning. Methods of controlling plaque with oral physiotherapy and adjuncts are examined. Educational techniques are utilized for individuals and for the "special needs" patients. The relationship of dental diseases and nutrition is studied. (2 hr. lecture)

**DEH 2724 PREVENTIVE DENTISTRY III** 1 credit

(Prerequisite: DEH 2722) Students will undertake individual treatment planning with the understanding of individual patient psychology for nutritional assessment and for total body and dental health to prevent diseases. It presents problems with the "special needs" patient. Part II will be continued. (1 hr. lecture)

**DEH 2804C CLINICAL DENTAL HYGIENE III**

5 credits

(Prerequisite: A grade of C or above is required in DEH 1800C) This course is a continuation of Clinical Dental Hygiene II with the addition of sonic scaling, curettage, rubber dam procedures and polishing amalgam restorations as clinical activities. Also included is the introduction to Practice Management and Legal Aspects of Dentistry. (1 hr. lecture, 12 hr. lab)

**DEH 2806C CLINICAL DENTAL HYGIENE IV**

7 credits

(Prerequisite: A grade of C or above is required in DEH 2804C) This course is a continuation of Clinical Dental Hygiene III. Practice Management is enlarged and extended to include F.S. Chapter 466 and Rule 21G. (2 hr. lecture, 15 hr. lab)

**DEP 2102 CHILD GROWTH AND DEVELOPMENT**

3 credits

(Prerequisite: PSY 2012) Stressing the emerging self of the child, this course explores the cognitive, social, emotional, and intellectual natures of children within a developmental perspective. It includes a survey of problematic behavior and the application of psychological principles and achievements to enhance the personal development and ensure the general welfare of the individual child. Twelve hours of observation of children from the preschool level through adolescence are included. (3 hr. lecture)

**DES 1000 DENTAL ANATOMY**

2 credits

This is the study of the structure, morphology and function of the primary and permanent dentitions. (2 hr. lecture)

**DES 1000L DENTAL ANATOMY LABORATORY**

1 credit

Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. (3 hr. lab)

**DES 1030 ORAL EMBRYOLOGY AND HISTOLOGY**

2 credits

This course deals with the embryonic, fetal, and postnatal development of the head and neck. Concurrently, it deals with the normal morphology and microstructure of these tissues, with in-depth emphasis on the dentition and its supporting structure. (2 hr. lecture)

**DES 1047 GENERAL AND ORAL PATHOLOGY**

1 credit

(Prerequisite: DES 1030) This course deals with the general considerations of human pathology and specific study of the diseases of the hard and soft tissues of the oral cavity. The oral manifestations of systemic disease are considered in depth. (1 hr. lecture)

**DES 1050 PHARMACOLOGY I**

1 credit

This is a comprehensive presentation to Dental Hygiene students of the basic aspects relating to the physical and chemical properties, dosage, methods of administration, therapeutic use, and interactions of pharmaceutical preparations used in dentistry. (1 hr. lecture)

**DES 1051 PHARMACOLOGY II**

1 credit

(Prerequisite: DES 1050) This is a continuation of DES 1050 with a comprehensive presentation to the Dental Hygiene student of the basic aspects of pharmaceutical presentations used in dentistry. Administration of local anesthetic agents and administration and monitoring of nitrous oxide will also be studied. (1 hr. lecture)

**DES 1100C ELEMENTS OF DENTAL MATERIALS FOR DENTAL AUXILIARIES**

2 credits

This course is designed to acquaint the student with the physical and chemical properties of materials used in dental practice. Emphasis is placed on why specific materials are used, rather than solely upon manipulative techniques. The laboratory phase affords the student the opportunity to develop manipulative skills with the materials used

within the auxiliaries' scope of dental practice and to evaluate the effects of specific materials in the oral environment. (1 hr. lecture, 2 hr. lab)

**DES 1140 ELEMENTS OF DENTAL MATERIALS FOR DENTAL LABORATORY TECHNOLOGY**

2 credits

This course is designed to acquaint the student with the physical and chemical properties of materials used in the dental laboratory. Techniques for the proper manipulation and application of casting alloys, investments, ceramics, plastics, duplicating materials and a variety of dental materials encountered in the laboratory will be considered. (2 hr. lecture)

**DES 1200C DENTAL RADIOLOGY**

2 credits

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting X-rays. Laboratory procedures will include applications of these techniques in clinical practice. (1 hr. lecture, 2 hr. lab)

**DIE 1412 DIETETIC TECHNICIAN I (INTRODUCTION)**

3 credits

(Prerequisite: HUN 1201; co-requisite: DIE 1419) This course introduces the Dietetic Technician student to the organization of the Department of Dietetics/Nutrition. The student will learn principles of interviewing skills; medical terminology; and standard documentation procedures. Emphasis is placed on techniques utilized in counseling patients for optimal nutritional care. Clinical experience is provided for 9 hours/week concurrently. (3 hr. lecture)

**DIE 1419 PRACTICUM I**

3 credits

(Co-requisite: DIE 1412) Practicum to accompany DIE 1412. (9 hr. lab)

**DIE 2120 DIETETIC TECHNICIAN III (ADMINISTRATION)**

3 credits

(Prerequisites: DIE 2211, DIE 2270; co-requisite: DIE 2170) This is a course designed to teach techniques involved in operating a food service system in health care facilities: The basic principles of menu planning, purchasing, costing, equipment, sanitation and delivery systems are covered, along with the aspects involved in management. The student spends 9 hours/week of experience in a health care facility concurrently with this course. (3 hr. lecture)

**DIE 2170 PRACTICUM III****3 credits**

(Co-requisite: DIE 2120) Practicum to accompany DIE 2120. (9 hr. lecture)

**DIE 2211 DIETETIC TECHNICIAN II (CLINICAL)****3 credits**

(Prerequisites: DIE 1412, DIE 1419; co-requisite: DIE 2270) This course covers the application of principles of nutrition with adaptations to specific disease conditions. Emphasis is given to the total nutritional care of the individual patient. Clinical experience is provided 9 hours/week concurrently in clinical facilities. (3 hr. lecture)

**DIE 2270 PRACTICUM II****3 credits**

(Co-requisite: DIE 2211) Practicum to accompany DIE 2211. (9 hr. lab)

**DTE 1000 ORIENTATION AND TERMINOLOGY****1 credit**

The course is designed to acquaint the student with the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. (1 hr. lecture)

**DTE 1040 PHYSICAL SCIENCE FOR DENTAL TECHNOLOGY STUDENTS****3 credits**

(Co- and/or prerequisite: Dental Laboratory Technology majors) This course is designed to cover basic concepts of chemistry and physics useful to the Dental Laboratory Technology student. The curriculum presented will provide a suitable background for the study of dental materials as applied to dental laboratory techniques. (3 hr. lecture)

**DTE 1100C COMPLETE DENTURE TECHNIQUES I****4 credits**

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, and mounting casts, and the set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered. (2 hr. lecture, 6 hr. lab)

**DTE 1101C COMPLETE DENTURE TECHNIQUES II****5 credits**

Continuation of DTE 1100C. (2 hr. lecture, 9 hr. lab)

**DTE 1105C PARTIAL DENTURE TECHNIQUES I****2 credits**

The basic techniques are used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction are covered. (1 hr. lecture, 3 hr. lab)

**DTE 1110C CAST INLAY AND CROWN TECHNIQUES****2 credits**

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourth crown, full and veneer-faced crowns. It also includes the methods of soldering. (1 hr. lecture, 2 hr. lab)

**DTE 1140C CERAMICS****7 credits**

This is a course on the manipulation of porcelain in the construction of jacket crowns and inlays, including staining and characterization; it also includes techniques for bonding porcelain to metal in bridgework and the design and construction of thimble type restoration. (3 hr. lecture, 12 hr. lab)

**DTE 1150C CROWN AND BRIDGE TECHNIQUE I****5 credits**

Technical procedures required in the construction of fixed bridges from various types of impressions are emphasized. (2 hr. lecture, 9 hr. lab)

**DTE 1200 JURISPRUDENCE AND ETHICS****1 credit**

This course offers a knowledge of the legal aspects of the dental practice and dental laboratory business, including the code of ethics for dental laboratory technicians. (1 hr. lecture)

**DTE 2106C PARTIAL DENTURE TECHNIQUES II****4 credits**

This is an advanced course covering cast partial denture construction including the use of precision and semi-precision attachments. (2 hr. lecture, 6 hr. lab)

**DTE 2130C SPECIAL PROSTHESIS****2 credits**

This is a technical review of courses covered to acquaint the student with latest developments. It is an introduction to some of the unique procedures and specialties in dental laboratory technology. (1 hr. lecture, 2 hr. lab)

**DTE 2131C ORTHO AND PEDO REMOVABLE APPLIANCES****2 credits**

The students will acquire the knowledge and skill required to fabricate and repair selected orthodontic wrought wire and self-

curing plastic appliances. (1 hr. lecture, 2 hr. lab)

**DTE 2151C CROWN AND BRIDGE TECHNIQUE II****4 credits**

This course offers advanced techniques to include the use of various types of facings and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. (1 hr. lecture, 9 hr. lab)

**ECO 2000 INTRODUCTION TO ECONOMICS****3 credits**

This is a one-term course for the student who plans no further study in economics. It includes basic market analysis (supply and demand), and an introduction to the nature and problems of the American economy, money and banking, and government's role in the economy. (3 hr. lecture)

**ECO 2013 PRINCIPLES OF ECONOMICS I (MACRO)****3 credits**

This course deals with the nature and scope of economics. It includes the basic theories of supply and demand, the mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary politics. (3 hr. lecture)

**ECO 2023 PRINCIPLES OF ECONOMICS II (MICRO)****3 credits**

(Prerequisite: ECO 2013) This course continues the discussion of supply and demand begun in ECO 2013. In addition, it covers the underlying theories of cost and revenue analysis, the nature of markets (perfect competition, monopoly, oligopoly and monopolistic competition), and the application of basic tools of economic analysis. It includes consideration of public policy issues. (3 hr. lecture)

**ECS 2001 COMPARATIVE ECONOMICS****3 credits**

This is a survey of the various economic systems practiced in the world today. Content will include the study of the economic relations between nations and the theory and practice of trade between nations. When part of a travel-study program, the course will include on-site experience in the country being visited. (3 hr. lecture)

**EDF 1005 FOUNDATIONS OF EDUCATION****3 credits**

This is an introduction to the nature of teaching in public schools of the United States. Topics included are: planning and preparation for teaching; roles and the re-

sponsibilities of teachers; relationship between schools and society; organization, financing and control of the public schools; historical perspectives; and the aims and objectives of education as a social institution. (3 hr. lecture)

**EDF 1030 BEHAVIOR MANAGEMENT IN THE CLASSROOM**

**3 credits**

This course will provide the student with a review of eclectic approach. This course will present an overall approach called structured teaching, based upon behavior analysis. Applied behavior analysis is the application of principles derived from the learning laboratory to real educational and social behavioral problems. This course is designed to provide teachers, counselors, special educators and other school personnel who are seeking recertification in advanced knowledge of the strategies of classroom behavior management. (3 hr. lecture)

**EDP 2002 EDUCATIONAL PSYCHOLOGY**

**3 credits**

(Prerequisite: PSY 2012 or permission of the instructor) This course examines the psychological basis of educational theory and practice. Topics of study include developmental theories, psychological perspectives of the teaching-learning process, instructional design, and program evaluation. (3 hr. lecture)

**EEC 1001 INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

**3 credits**

This course provides an intensive investigation of the various theories, philosophies, programs and methods in Early Childhood Education. It contains mandated materials and information required for the State Child Care Workers Certification course. Students who complete the state-mandated modules are eligible to receive the Child Care Workers Certification required by the State of Florida for all child-care workers. (3 hr. lecture)

**EEC 1006 MONTESSORI PHILOSOPHY**

**1 credit**

Designed for the student specializing in Montessori Preschool Education, this course provides the theoretical background upon which the Montessori method of education is based. The course covers the evolution of the Montessori method, as well as such key components as the sensitive periods of development, the role of the teacher as directress, the prepared environment and the process of normalization. (1 hr. lecture).

**EEC 2530 MONTESSORI CURRICULUM I**

**3 credits**

(Co- or Prerequisite: EEC 1006) This course is designed to introduce the student to

the learning materials found in the daily living (practical life) and language areas of a Montessori preschool classroom. Class time is divided between demonstration of materials by the instructor and practice with the materials by the student. (3 hr. lecture)

**EEC 2532 MONTESSORI CURRICULUM II**

**3 credits**

This course is a continuation of EEC 2530. The learning materials found in the sensorial and mathematics areas of a Montessori preschool classroom are introduced to the student. Class time is divided between demonstration of materials by the instructor and practice with the materials by the student. (3 hr. lecture)

**EEC 2940 MONTESSORI TEACHING PRACTICUM I**

**3 credits**

This course is designed to give the student actual teaching experience in an approved Montessori classroom. The student will be working under the supervision of an instructor who is an approved cooperating Montessori teacher during his/her internship. (15 hr. lab)

**EEC 2941 MONTESSORI TEACHING PRACTICUM II**

**3 credits**

This course is a continuation of EEC 2940. (15 hr. lab)

**EET 1040C ESSENTIALS OF ELECTRICITY**

**3 credits**

This course covers basic circuit theory, electrical and electronic controls systems, electric motor circuits, servomechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. (2 hr. lecture, 2 hr. lab)

**EET 1015 D.C. CIRCUIT ANALYSIS**

**3 credits**

(Co- and/or prerequisites: EET 1015L and MAT 1033 or equivalent) This is an in-depth study (at the precalculus level) of the circuit properties of resistance, capacitance and inductance in DC circuits. Topics covered include Ohms and Kirchhoff's Laws, series and parallel networks, network theorems, magnetic circuits, and DC instruments. The lectures stress theoretical understanding and algebraic and numeric solutions to practical word problems. (3 hr. lecture)

**EET 1015L D.C. CIRCUIT ANALYSIS LABORATORY**

**1 credit**

(Co-requisite: EET 1015) Laboratory work closely parallels the lectures, stressing the practical application of theory. (2 hr. lab)

**EET 1025 A.C. CIRCUIT ANALYSIS**

**3 credits**

(Prerequisites: EET 1015, EET 1015L; co-requisites: EET 1025L, MAC 1102) The prerequisite course deals with D.C. circuits; this course carries the analysis on the A.C. circuits. Topics covered include series and parallel A.C. networks, network theorems applied to A.C., power, resonance, and transformers. The lectures stress theoretical understanding and algebraic and numeric solutions to practical word problems. Laboratory work closely parallels the lectures, reinforcing the practical measurement of networks, and developing skills in the proper use and interpretation of electronic test equipment. (3 hr. lecture)

**EET 1025L A.C. CIRCUIT ANALYSIS LABORATORY**

**1 credit**

(Co-requisite: EET 1025) Laboratory to accompany EET 1025. (2 hr. lab)

**EET 1104 BASIC ELECTRONICS**

**3 credits**

(Prerequisite: EET 1015, EET 1025) This course is a study of mathematical theory on equivalent circuits used in electronic circuits. A simplified mathematical approach is stressed in all calculations so that physical understanding of the circuit may be realized. (3 hr. lecture)

**EET 2121 ELECTRONICS I**

**3 credits**

(Co-requisite: EET 2121L) This course is the study of solid-state electronic components - their characteristics, application and troubleshooting are covered in the course. Diode theory regular and special purpose, transistor theory and biasing techniques, regulated and unregulated power supplies are covered in depth. (3 hr. lecture)

**EET 2121L ELECTRONICS I LABORATORY**

**1 credit**

(Co-requisite: EET 2121) Laboratory to accompany EET 2121. (2 hr. lab)

**EET 2122 ELECTRONICS II**

**3 credits**

(Co-and/or prerequisites: EET 2121, EET 2121L, EET 2122L) This is an advanced semiconductor course covering frequency and bandwidth of transistors, amplifiers, differential and operational, integrated circuits, feedback oscillators, harmonic distortion, frequency mixing and modulation. A simplified mathematical approach is stressed in order for the student to understand circuits. (3 hr. lecture)

**EET 2122L ELECTRONICS II  
LABORATORY****1 credit**

(Co-requisite: EET 2122) Laboratory to accompany EET 2122. (2 hr. lab)

**EET 2322C COMMUNICATION  
ELECTRONICS****4 credits**

(Prerequisite: EET 2122 and EET 2122L) This course is a continuation of electronics, designed to enable students to pass the first class FCC license. It covers vacuum tube circuits, class C amplifiers, regulated power supplies, RF amplifiers, AM and FM modulation, transmission lines and antennas. (3 hr. lecture, 2 hr. lab)

**EET 2515C DC AND AC DYNAMOS****4 credits**

(Prerequisite: EET 1015, EET 1025, EET 1015L, and EET 1025L) This course is a study of DC and AC motors and generators. Topics covered are electromechanical fundamentals, DC generators, DC motors, AC alternators, parallel operation, induction and synchronous motors, poly- and single-phase motors, two- and three-phase systems and transformers. (3 hr. lecture, 2 hr. lab)

**EET 2545 POWER TRANSMISSION****3 credits**

(Prerequisite: EET 2515C) This course is a study of the theory and application of electrical equipment used in the generation, transmission and distribution of electric power with emphasis on distribution equipment (generators, substation, aerial and underground power lines, transformers, regulators, capacitors, relays, etc.). (3 hr. lecture)

**EGS 1001 ENGINEERING PROBLEMS  
AND ORIENTATION****1 credit**

This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities, and educational requirements for the principal fields of the engineering profession. (1 hr. lecture)

**EGS 1111 ENGINEERING GRAPHICS****3 credits**

(Prerequisite: ETD 1110 or equivalent) This course is designed for the student entering the engineering profession. The course will reinforce the fundamentals of orthographic projection, dimensioning, sectional views, pictorials, threads and fasteners, charts and graphs. Included also will be a

study of points, lines and planes and their relation to the graphical language. Technique will be stressed. (2 hr. lecture, 4 hr. lab)

**EGS 2310 STATICS****3 credits**

(Prerequisites: PHY 2053 and MAC 2311) This course deals with the principles of mechanics; force systems, coplanar and noncoplanar; concurrent, noncurrent; equilibrium; distributed forces, moments of inertia; and structures. (3 hr. lecture)

**EMS 1119C EMERGENCY MEDICAL  
SERVICE TECHNOLOGY****6 credits**

This course is designed to prepare the basic Emergency Medical Technician in accordance with the United States Department of Transportation curriculum and Florida State EMS guidelines. It includes an introductory survey of emergency medical services including medical, legal/ethical aspects, role of the EMT, CPR at the American Heart Association basic rescue level, patient assessment, care of wounds and fractures, airway maintenance, medical and environmental emergencies, patient transport, emergency childbirth and basic extrication. Successful completion of the course will provide eligibility for Florida State EMT certification exam. (1 hr. lecture, 15 hr. lab)

**EMS 1271 PARAMEDIC I****2 credits**

(Prerequisite: Acceptance into Paramedic program) The paramedic student will be introduced to paramedic roles and responsibility, the EMS system, medical/legal aspects, communication, rescue, and major incident response. (2 hr. lecture)

**EMS 1271L PARAMEDIC SKILLS I  
LABORATORY****3 credits**

(Prerequisite: Acceptance into Paramedic program) The paramedic student will be taught and will practice hands-on skills required by the paramedic to function in the EMS system. (6 hr. lab)

**EMS 1272 PARAMEDIC II****6 credits**

(Prerequisite: Acceptance into Paramedic program) The paramedic student will be introduced to medical terminology, general patient assessment, airway ventilation, shock, general pharmacology, trauma, burn care, respiratory, cardiovascular, endocrine, nervous system, acute abdomen. The clinical portion will be carried out in a hospital ER, ICU, CCU, operating room, respiratory therapy, obstetrics. (6 hr. lecture)

**EMS 1272L PARAMEDIC II LAB****1 credit**

(Co-requisite: EMS 1272) Laboratory to accompany EMS 1272. (2 hr. lab)

**EMS 1273 PARAMEDIC III****6 credits**

(Prerequisite: Acceptance into Paramedic program and completion of EMS 1271, EMS 1272) The paramedic student will be introduced to principles required to care for the patient suffering with anaphylaxis, toxicology, alcoholism, drug abuse, infection disease, environmental emergencies, geriatric, pediatrics, OB/GYN, behavioral emergencies, and advanced cardiac life support as directed by the American Heart Association. The clinical portion will be carried out in hospital ER, ICU, CCU, operating room, respiratory therapy, obstetrics. (6 hr. lecture)

**EMS 1273L PARAMEDIC III LAB****1 credit**

(Co-requisite: EMS 1273) Laboratory to accompany EMS 1273. (2 hr. lab)

**EMS 1294L CLINICAL/FIELD  
ROTATION I****7 credits**

(Prerequisites: EMS 1271, EMS 1271L; co-requisites: EMS 1272, EMS 1272L) The paramedic student will participate in various selected fire rescue and hospital rotations. The student will be responsible for all aspects of patient care rendered by paramedics with approved preceptors and clinical instructors. (14 hr. lab)

**EMS 1295L CLINICAL/FIELD  
ROTATION II****7 credits**

(Prerequisite: EMS 1294L) The paramedic student will participate in various selected fire rescue and hospital clinical rotations. The student will be responsible for participation in all aspects of patient care rendered by paramedics with approved preceptors and clinical instructors. (14 hr. lab)

**EMS 1331 AEROMEDICAL TRANSPORT****3 credits**

(Prerequisites: Licensure as either: Paramedic, registered nurse, physician, respiratory therapist or American Heart Association ACLS certification) The student will be taught the dynamics of flight physiology, history of medical flight, safety and orientation for both rotor wing and fixed wing aircraft. Communication, rules and regulation, aircrew fitness, search and rescue, survival and the effects of air transport on various patient conditions is discussed. (3 hr. lecture)

**ENC 1080 ENGLISH (College Preparatory) \***  
This course is offered as a review and is

\* This course is required of all students entering the college with test scores indicating a need for development work, before embarking on the college-level curriculum.

required for students whose placement test scores indicate the need for intensive training in the basic skills of written communication. This course emphasizes using the basic mechanics of language, grammar, punctuation, and spelling in writing unified and coherent paragraphs and essays. Graded Passing or Not Passing (P-N). (6 contact hours per week).

#### **ENC 1101 FRESHMAN COMMUNICATIONS I \***

**3 credits**

The objective of this course is to develop proficiency in the fundamentals of expository essay writing, including 1)thesis development; 2)planning, drafting, and revising; 3) rhetorical modes of exposition; and 4)review of mechanics, syntax, and grammar, as needed. Written work required: 6,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

#### **ENC 1102 FRESHMAN COMMUNICATIONS II \***

**3 credits**

(Prerequisite: ENC 1101 or equivalent) The objective of this course is to improve a student's essay-writing skills, with particular application to the writing of critical papers, persuasive argumentations, and a library research paper. Topics studied include 1)style and tone of nonfictional prose; 2) techniques of persuasion and argument; 3)critical and interpretive reading of literature, and 4)techniques and tools of library research. Written work required: 7,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

#### **ENC 1121 HONORS FRESHMAN COMMUNICATIONS I \***

**3 credits**

(Prerequisite: ACT score of 23 or above) This course is designed for students who have mastery of English fundamentals and are proficient in basic communications skills. Content will include a more sophisticated approach to reading and writing. Written Work: 6,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

#### **ENC 1122 HONORS FRESHMAN COMMUNICATIONS II \*\***

**3 credits**

(Prerequisite: ENC 1121 or recommendation of ENC 1101 instructor) This course is a continuation of ENC 1121 and is designed

for students who want additional work in the art of composition. Emphasis is on creative expression. Written work: 7,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

#### **ENC 1141 WRITING ABOUT LITERATURE \*\***

**3 credits**

(Prerequisite: ENC 1101 or equivalent) This course may be taken in lieu of ENC 1102 and is designed to develop 1) the student's ability to analyze and interpret short stories, novels, plays, and poems and 2) the student's ability to write about these literary forms critically, responsively, and persuasively. The course will include a library research paper. Written work: 7,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

#### **ENC 1210 APPLIED COMMUNICATIONS \*\***

**3 credits**

(Prerequisite: ENC 1101 or equivalent) Technical writing offers critical work in preparation of manuals, oral reports, and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. Written work: 7,000 words. This course requires a C or better. (3 hr. lecture) - Does not satisfy A.A. degree program requirements.

#### **ENL 2010 ENGLISH LITERATURE BEFORE 1798 \***

**3 credits**

(Prerequisite: ENC 1101) This course is a study of significant writing produced in the British Isles from the time of the Anglo-Saxons to 1798. Written work: 3,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

#### **ENL 2020 ENGLISH LITERATURE AFTER 1798 \*\***

**3 credits**

(Prerequisite: ENC 1101) This course is a study of significant writings produced in the British Isles from 1798 to the present. Written work: 3,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

#### **ENO 0015 CHILD CARE SUPERVISION (School-Age Child Care)**

School-age Child Care and Practicum are the courses necessary to obtain the child-care

certification offered by Palm Beach Community College. The courses include an overview of child growth and development, activities for children that foster growth and learning, appropriate class management and discipline techniques, teacher-made games and activities, and planning and evaluating the environment and activities. (See program on page 62.)

#### **ENY 1002C BASIC ENTOMOLOGY**

**3 credits**

This course is an introduction to the classification, behavior, anatomy, natural history, and development of insects and other terrestrial arthropods. Emphasis will be placed on important economic pests. Methods of insect control will be introduced. Collection required. (2 hr. lecture, 2 hr. lab)

#### **ENY 1102C INSECT IDENTIFICATION**

**3 credits**

A laboratory and field-oriented course which emphasizes use of taxonomic keys and Gesalt form in identification of insects. Bionomics of major families are considered and a collection is required. (2 hr. lecture, 2 hr. lab)

#### **ENY 2224 HOUSEHOLD PEST CONTROL**

**3 credits**

A practical approach to the identification, biology, life histories, inspection procedures, and controls involving general household pests, stored commodity pests, and pests of commercial food handling establishments. (3 hr. lecture)

#### **ENY 2227 WOOD-DESTROYING ORGANISMS**

**3 credits**

A practical approach to the identification, biology, life history in structures. The operation and selection of tools and equipment will also be demonstrated and discussed. (3 hr. lecture)

#### **ENY 2662 PUBLIC HEALTH PEST CONTROL**

**3 credits**

This course is an introduction to the arthropods affecting the health of humans and domestic animals. Emphasis will be placed on the epidemiology of vector-borne diseases occurring in North America and arthropod parasites commonly attaching humans in the urban environment. (3 hr. lecture)

\* This course meets the State Board of Education Rule 6A-10.30 writing skills.

\*\* This course is required of all students entering the college with test scores indicating a need for development work, before embarking on the college-level curriculum.

**ENY 2940L PEST CONTROL CO-OP  
FIELD SERVICE****3 credits**

One term of part-time employment with a pest-control firm doing business in all categories at least 15 hours per week on the job for 15 weeks. Work experience is approved by the under the jurisdiction and supervision of pest-control faculty. (15 hr. lab)

**ESL 1021 COLLEGE PREP READING FOR  
ESOL****4 credits**

(Prerequisites: 1) Must be a student whose primary language is not American English; 2) Must qualify for preparatory reading based on ACT/SAT scores or a minimum raw score of nine on the ELSA or equivalent placement test. ESL 1021 is a preparatory reading course for students whose primary language is not American English and whose placement test scores indicate the need for intensive training in reading skills. The emphasis in this course will be on academic reading, as well as listening and speaking skills. (6 contact hours per week).

**ESL 1041 COLLEGE PREP ENGLISH FOR  
ESOL****4 credits**

(Prerequisites: 1) Must be a student whose primary language is not American English; 2) Must qualify for preparatory reading based on ACT/SAT scores or a minimum raw score of nine on the ELSA or equivalent placement test. This course is designed for students whose primary language is not American English and whose placement test scores indicate a need for college preparatory instruction. The emphasis in this course will center on the expressive aspects of American English and include active listening, speaking, and writing. (6 contact hours per week).

**ESL 1121 COLLEGE PREP READING FOR  
ESOL LEVEL II****3 credits**

(Prerequisites: 1) Must be a student whose primary language is not American English; 2) Successful completion of ESL 1021. ESL 1121 is a continuation of ESL 1021. This is a course for students whose primary language is not American English. ESL 1121 will focus on developing critical reading skills through literature. Students will have the opportunity to read short authentic English/American works. Exercises and class discussions will develop the student's listening-speaking skills. (3 contact hours per week).

**ESL 1181 COLLEGE PREP ENGLISH FOR  
ESOL LEVEL II****4 credits**

(Prerequisites: 1) Must be a student whose primary language is not American English;

2) Successful completion of ESL 1041. This course is a continuation of ESL 1041. It is a course for students whose primary language is not American English. Emphasis is placed on writing, speaking, listening, and pronunciation skills. This course prepares students for ENC 1101 Freshman Communications I. (6 contact hours per week).

**EST 2541C SERVOMECHANISM AND  
INSTRUMENTATION****4 credits**

(Prerequisite: EET 1015, EET 1025 or permission of instructor) This is a study of a complete system function and its component parts. Mathematics is introduced only in sufficient depth to help the student fully understand how a system transfer function is used in frequency response testing. Topics covered are precision potentiometers, servos, transducers, synchors, mechanical electrical characteristics, servomotors and generators, stability and frequency response of serve systems. (3 hr. lecture, 2 hr. lab)

**ETD 1110 INTRODUCTION TO  
TECHNICAL DRAWING****2 credits**

This course is designed for the modern student who realizes the need for communication with the world of technology. It is also a beginning course for students of engineering and technology. It deals with the fundamental principles of the graphic language (the language of industry), and is developed for students without previous mechanical drawing experience. Topics include: Use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading. (1 hr. lecture, 3 hr. lab)

**ETD 1525 FABRICATION DRAFTING****3 credits**

(Prerequisite: EGS 1111 or permission of instructor) This course is designed to extend drafting principles and techniques into a variety of industrial and engineering fields. Included are studies in sheet metal, welding, structural piping, and topographical drafting. (2 hr. lecture, 4 hr. lab)

**ETD 1620 ELECTRICAL DRAFTING****2 credits**

This course gives particular attention and practice to electrical and electronic symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, charts and graphs, and chassis. (1 hr. lecture, 3 hr. lab)

**ETD 2218 GEOMETRIC DIMENSIONING  
AND TOLERANCING****2 credits**

(Co- or prerequisite: EGS 1111 or equivalent experience) This is a sophisticated system for controlling the configuration of features of an industrial part. It provides a

language for the design engineer, blueprint reader, etc., to communicate and/or control position, form and size of features through limit-toleranced dimensioning practices. (2 hr. lecture)

**ETD 2455 MACHINE/MECHANICAL  
DRAFTING****3 credits**

(Prerequisite: EGN 1111) A study of principles, practices and standards of machine drafting in original design as applied to industrial processes. Topics include jog and fixture design; punch and die set design; gauging; and selected advanced project. (2 hr. lecture, 4 hr. lab)

**ETD 2801C TECHNICAL ILLUSTRATION****3 credits**

(Prerequisite: EGS 1111 or consent of instructor) This course deals primarily with translation of orthographic drawings into three-dimensional, pictorial representations. Topics include: Axonometric drawings; perspectives, and illustration techniques in shading, rendering and airbrush. (1 hr. lecture, 5 hr. lab)

**ETG 1949 CO-OP: TECHNOLOGY I****3 credits**

Co-op Education in technology is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job technology assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. (1 hr. lecture, 10 hr. lab)

**ETG 2537C PROPERTIES AND TESTING  
OF MATERIALS****4 credits**

Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failure, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. (3 hr. lecture, 2 hr. lab)

**ETG 2949 CO-OP: TECHNOLOGY II****3 credits**

This is a continuation of ETG 1949. (1 hr. lecture, 10 hr. lab)

**ETI 1411C MANUFACTURING  
PROCESSES****3 credits**

This course is designed to provide a background of knowledge covering the various

manufacturing materials and the fundamental types of manufacturing methods. Through lecture, demonstration, and practical applications, the student is given the opportunity to become familiar with the various types of machine tools, tooling, measuring, and inspection procedures. Automation is introduced and information is presented to acquaint the student with the modern practices of numerical control for machine tools and the uses of transfer and special machines. (2 hr. lecture, 2 hr. lab)

**ETI 1481 INTRODUCTION TO ROBOTICS AND AUTOMATED MANUFACTURING**  
3 credits

This course considers the fundamental concepts and applications of robotics and computer-aided manufacturing systems. It reviews the history, development and classification of robots, their components and operation and the various types of sensors and vision systems. A discussion of practical applications is illustrated with existing systems, and the economic considerations of installing and operating automated systems. The course further discusses the important issue of the effect of automation on the worker and work place. (3 hr. lecture)

**ETI 2415C MANUFACTURING PLANNING AND TOOL DESIGN**  
4 credits

(Prerequisites: ETI 1411C, ETM 2829, or equivalent experience) This course will cover the elements of planning for manufacturing and the implications that tool design principles have for planning and manufacturing processes. Basic theory and practical applications of the theory will be emphasized. Manufacturing economics, machining and fabrication principles and processes, tool and machine capacities, jigs, fixtures, gauging, inspection and metrology standards will be covered. (3 hr. lecture, 2 hr. lab)

**ETI 2633 INDUSTRIAL RELATIONSHIPS**  
3 credits

In this course, an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered, including the writing of a "Personal Data Sheet" and techniques of applying for a job. (3 hr. lecture)

**ETM 1201 THERMODYNAMICS FOR TECHNOLOGY I**  
3 credits

This course will explore and investigate the basics of heat, work, and power as applied to engineering and mechanical technologies. It is an introductory level for students major-

ing in energy, refrigeration or mechanical power system. (3 hr. lecture)  
**ETM 2315C HYDRAULICS AND PNEUMATICS**

3 credits

(Co- or prerequisite: MAC 1114 or equivalent) This course deals with the basic theory of hydraulic and pneumatic transmission and control. Theory and applied laboratory demonstrations and experiments will prepare the student for a basic understanding of industrial applications utilizing hydraulics or pneumatics. (3 hr. lecture)

**ETM 2820 INTRODUCTORY MATERIALS ENGINEERING**

3 credits

(Prerequisite: High school chemistry or equivalent) This course is a study of the properties of materials and their measurement and modification. Topics include physical, chemical, thermal and electrical properties, as well as a study of the structure of materials and the changes in behavior that result from processing them. (3 hr. lecture)

**ETM 2829 MANUFACTURING CHEMICAL AND METALLURGICAL PROCESSES**

3 credits

(Prerequisites: ETI 1411C or ETM 2820 or permission of instructor) This course provides a detailed study of a variety of chemical and metallurgical processes commonly found in the aerospace manufacturing industry. Each process will be analyzed from the viewpoint of how it is done, why it is done, what the results are and any negative impact related to the process. Basic principles of physics and chemistry inherent to the process will be emphasized. Safety and the proper procedures for handling hazardous materials will be an integral part of the course. (3 hr. lecture)

**EVS 0143 WATER TREATMENT B LEVEL**

This course is designed to provide an in-depth look at the water treatment process that was begun in Basic Treatment Plant Operations. It covers treatment systems typical of larger operations, and because of their more complex nature, places a greater concentration on the chemical and biological aspects of treatment. Intermediate Treatment Plant Operations also stress the study of issues and techniques that should be familiar to small plant managers and first-line supervisors. The course is designed in a format of 14 self-supporting modules, requiring 144 contact hours to complete and will provide the instruction required for the State of Florida B Level Water Treatment educational component.

**EVS 0333 WASTEWATER TREATMENT C LEVEL**

The object of this course is to provide the student with the theoretical and practical knowledge necessary for certification as a class C wastewater treatment plant operator. Included in this course is material relating to areas of microbiology, mathematics, problem-solving, mechanical maintenance and repair, record keeping and operational safety that are relevant to operations. Because of this, the 155 hours of classes are designed to be approximately 40% field exercise with the students performing operations under field conditions with close supervision.

**EVS 0353 A LEVEL WASTEWATER TREATMENT**

This course is designed to provide information in advanced wastewater treatment. It will cover treatment of large operations along with advanced effluent disposal and sludge treatment handling. This course will stress the importance of proper supervisory techniques in personnel, budget preparations and the setting and conducting of training programs. The course is designed in a format of six (6) self-supporting modules requiring 142 hours to complete and will provide the instruction required for the State of Florida A Level Wastewater Treatment education component.

**EVS 0133 WASTEWATER TREATMENT C LEVEL**

This course is designed to provide the student with the theoretical, technical and practical knowledge to become a licensed C Level Water Treatment Plant Operator. It is designed to offer a survey of all plant processes an operator may come in contact with, the specific knowledge needed to safely operate processing units and applied training in the operation and maintenance of solution feed gas chlorination systems. The course is planned to offer classroom, laboratory and hands-on training in all systems discussed and is in a modular format to emulate the plug-in nature of water treatment plant processes. The 155 hours of instruction will be divided into 70% classroom training and 30% plant site or laboratory experience.

**EVS 0153 A LEVEL WATER TREATMENT**

This course is designed to provide the student with the theoretical and technical knowledge to become a licensed A Drinking Water Treatment Plant Operator. It is directed towards the individual who has achieved C and B Level Florida certifications and concentrates on two main areas; managing treatment plant operations, and advanced and innovative techniques. The material will be offered using a problem-solving approach, where students will find their own

solutions to problems and critique them as to practicality in cost, labor, materials and safety. The 142 hours of instruction will be taught in a modular format, divided into 80% classroom training (with about 50% as workshops) and 20% plant site or laboratory experience.

#### **EVS 0343 WASTEWATER TREATMENT B LEVEL**

This course is designed to provide an in-depth look at the wastewater process that was begun in wastewater treatment C level. It covers treatment systems typical of larger operations, and because of their more complex nature, places a greater concentration on the biological aspects of treatment. This course also stresses the study of issues and techniques needed by small plant managers and first-line supervisors. The course is designed in a format of six, self-supporting modules, requiring 144 contact hours to complete and will provide the instruction required for the State of Florida B Level Wastewater Treatment educational component.

#### **FFP 1000 INTRODUCTION TO FIRE SCIENCE TECHNOLOGY**

3 credits

This course covers the philosophy and history of fire service; organization and functions of local, county, state, federal, and private fire services; chemistry and physics of fire and theory of fire control. (3 hr. lecture)

#### **FFP 1203 FIRE PREVENTION**

3 credits

This course covers the organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis is on engineering a solution to fire hazards; enforcing fire prevention; public relations as affected by fire prevention. (3 hr. lecture)

#### **FFP 1600 FIRE APPARATUS AND EQUIPMENT**

3 credits

This course covers fire-protection organization and equipment; basic fire-fighting tactics; public relations as affected by fire protection. (3 hr. lecture)

#### **FFP 1640 FIRE HYDRAULICS**

3 credits

This course is a review of basic mathematics; hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculation to hydraulic problems. Underwriter requirements for pumps. (3 hr. lecture)

#### **FFP 2100 FIRE ADMINISTRATION**

3 credits

This course covers the fundamentals of

fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. American Insurance Association grading schedule and maintenance of buildings and equipment. (3 hr. lecture)

#### **FFP 2240 FIRE INVESTIGATION AND ARSON DETECTION**

3 credits

(Prerequisite: This course can only be given to members of the fire service and law enforcing agencies. Official identification is necessary.) This course is outlined to cover: Detection of point or origin of fire, cause of fire and spread of fire. The course further covers report writing, interviewing, arson detection, collection and preservation of evidence. It also involves study of laws governing arson and courtroom procedures. (3 hr. lecture)

#### **FFP 2300 RELATED FIRE CODES AND ORDINANCES**

3 credits

(Prerequisite: FFP 1203) This course covers familiarization with national, state and local laws and ordinances which influence the field of fire prevention and protection. (3 hr. lecture)

#### **FFP 2320 BUILDING CONSTRUCTION FOR FIRE PROTECTION**

3 credits

This course covers the fundamental building construction and design; fire protection features; and special considerations. (3 hr. lecture)

#### **FFP 2410 STRATEGIES FOR EMERGENCY MANAGEMENT**

3 credits

This course deals with strategies to be used in controlling emergency situations; such as, fires inside buildings, high rise-fires, hazardous material incidents, and mass casualty incidents. (3 hr. lecture)

#### **FFP 2500 HAZARDOUS MATERIALS EMERGENCY OPERATIONS**

3 credits

This course provides basic hazardous materials identification processes, incident control techniques, personnel safety, environmental considerations and basic principals of chemistry. (3 hr. lecture)

#### **FOL 1170 - 1179 FIELD TRIP STUDY - INTERNATIONAL**

Travel study courses introducing students to other cultures. Variable credit.

#### **FOS 1201 FOOD SERVICE SANITATION**

2 credits

This applied Foodservice Sanitation course provides students with basic sanitation

principles and ways to apply them in practical situations. It covers management of a sanitary environment, dealing with regulations and standards and accident prevention. (2 hr. lecture)

#### **FRE 1120 ELEMENTARY FRENCH I**

4 credits

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. (4 hr. lecture)

#### **FRE 1121 ELEMENTARY FRENCH II**

4 credits

This course is a continuation of FRE 1120. The purpose of this course is to reinforce the basic skills previously acquired by students. This course develops increased listening, speaking, reading, and writing skills, as well as grammar knowledge and cultural awareness. (4 hr. lecture)

#### **FRE 2200 INTERMEDIATE FRENCH I**

3 credits

(Prerequisite: FRE 1121 or equivalent) This course presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with written exercises and conversation. (3 hr. lecture)

#### **FRE 2201 INTERMEDIATE FRENCH II**

3 credits

(Prerequisite: FRE 2200 or equivalent) This is a continuation of FRE 2200 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. (3 hr. lecture)

#### **FRE 2240 INTERMEDIATE CONVERSATIONAL FRENCH I**

3 credits

(Prerequisite: FRE 1121 or equivalent) This course is designed to provide the student with the necessary skills to converse in the language. Daily living experiences will serve as topics for discussion and conversation in French. Intensive oral practice and vocabulary building are emphasized. (3 hr. lecture)

#### **FRE 2241 INTERMEDIATE CONVERSATIONAL FRENCH II**

3 credits

(Prerequisite: FRE 2240 or equivalent) This course is a continuation of FRE 2240. The topics for conversation are broader in scope, including current events, news and related topics. Intensive oral practice and vocabulary building are emphasized. (3 hr. lecture)

**FSS 1100 MENU PLANNING AND MERCHANDISING****3 credits**

This course deals with the overall aspects of menu planning design, pricing, along with the essential knowledge of proper advertising and merchandising of the food service facility in today's advertising market. (3 hr. lecture)

**FSS 1210C BASIC FOOD PREPARATION****3 credits**

This course covers the principles of food selection, preparation and meal management; buying food, serving meals and managing time, money and energy in the kitchen. (2 hr. lecture, 2 hr. lab)

**FSS 1220C PROFESSIONAL COOKING I****3 credits**

Basic terms, tools and techniques are taught with the professional kitchen in mind. (2 hr. lecture, 2 hr. lab)

**FSS 1221C QUANTITY FOOD PRODUCTION I****4 credits**

(Prerequisite: FSS 1210C or FSS 1220C) This course offers practical experience in the handling of tools, materials and equipment. Food preparation and menu planning for large numbers of people will be taught. Special emphasis will be given to institutional cooking. Recipe conversions, production sheets, food costing, and recipe file development will be taught. (2 hr. lecture, 4 hr. lab)

**FSS 1222C QUANTITY FOOD PRODUCTION II****4 credits**

(Prerequisite: FSS 1221C) This course is an extension of FSS 1221C. Student will spend time as managers and production personnel. Proper management skills, production, and planning will be emphasized. (2 hr. lecture, 4 hr. lab)

**FSS 1270 UNDERSTANDING WINE AND SPIRITS****3 credits**

This course presents an overview of the wine and spirits trade. It begins with the basics of growing grapes and making wine. The students learn how to taste effectively, read and understand wine labels and geography. From there, beers, brews and the art of brewing are covered. Finally, sales, merchandising and retail security are discussed. (3 hr. lecture)

**FSS 1300 INTRODUCTION TO FOOD SERVICE MANAGEMENT****3 credits**

This course will address the aspects of food service management common to industry operations. It will stress the need for and fundamentals of organization in any managerial endeavor. Methods of planning, or-

ganizing, scheduling, training, along with labor and cost control, will be studied. The development and use of necessary departmental forms will be analyzed. Principles of sanitation and safety will be included. (3 hr. lecture)

**FSS 1941C FOOD SERVICE PRACTICUM****3 credits**

(Co- and/or prerequisites: FSS 1210C and FSS 1221C) This is an experience-oriented learning exercise designed to give the student a greater awareness of the differences in food service operations. The student will observe and be instructed on site. (1 hr. lecture, 6 hr. lab)

**FSS 2100 PURCHASING FOR THE HOSPITALITY INDUSTRY****3 credits**

Emphasis will be placed on the selection and specification requirement for purchasing the major types of food. The ways and hows to purchase fruit, vegetables, meats, and grocery items; all food-service standards and specifications will be covered on all food items, along with paper and alcoholic beverages. (3 hr. lecture)

**FSS 2246C BAKING****4 credits**

(Prerequisite: FSS 1210C or permission of instructor) Students learn the fundamentals of baking which involve preparation of yeast rolls, bread, pies, cakes, cookies, tarts, doughnuts, holiday specialties, and torten. Proper use and care for equipment, together with sanitation and hygienic work habits and their conformance with health laws are emphasized. (2 hr. lecture, 4 hr. lab)

**FSS 2248C PASTRY AND GARDE MANGER I****4 credits**

(Co- or prerequisites: FSS 1210C, FSS 1221C) This course stresses basic garde manger principles, as well as a thorough understanding of the functions and duties of the department as it relates and integrates into other kitchen operations. In addition to that, specific focus is placed on introduction to specialty work which includes buffet decorations, and understanding equipment and area planning. (2 hr. lecture, 4 hr. lab)

**FSS 2249C PASTRY AND GARDE MANGER II****4 credits**

(Prerequisite: FSS 1210C, FSS 1221C, and FSS 2248C) This course stresses the specialty work of the garde manger, including tallow, ice sculpting, center pieces, buffets and their various decorations, aspic and chaud froid work. Buffet planning and production is discussed. (2 hr. lecture, 4 hr. lab)

**FSS 2251 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE****3 credits**

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing equipment use and care, sanitation and safety. (3 hr. lecture)

**FSS 2500 FOOD AND BEVERAGE COST CONTROL****3 credits**

This course is an in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. (3 hr. lecture)

**GCO 2230 PUMPING AND IRRIGATION SYSTEMS****3 credits**

This course examines irrigation principles and equipment used in South Florida horticulture. Water requirements of plants, design and layout, pumps and valves, installation and trouble shooting, and job estimating are included. This course is applicable to residential and commercial installations. (3 hr. lecture)

**GEB 1011 INTRODUCING TO BUSINESS****3 credits**

The objectives of this course are fourfold: (1) To give the beginning business student an opportunity to learn about business, and to see it in its entirety before studying each of its parts intensively, (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and in reading business periodicals, (3) to help the student acquire a better understanding of the workings of the free enterprise system, and (4) to identify various career opportunities. (3 hr. lecture)

**GEO 1010 PRINCIPLES OF GEOGRAPHY AND CONSERVATION****3 credits**

This course is an introduction to cultural and world geography through a study of selected regions. Ecological and conservation problems are emphasized. The course also includes an explanation of geographical materials and their uses. (3 hr. lecture)

**GER 1120 ELEMENTARY GERMAN I****4 credits**

A basic knowledge of German grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to language laboratory recordings. This course is not offered to native speakers. (4 hr. lecture)

**GER 1121 ELEMENTARY GERMAN II****4 credits**

A basic knowledge of German grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to language laboratory recordings. This course is not offered to native speakers. (4 hr. lecture)

**GEY 2000 GERONTOLOGY****3 credits**

This course is a practical human services approach to gerontology for the beginning professional. This study of aging includes psychological, sociological and biological factors related to the process of growing old. Special emphasis is placed on demography, income, employment, physical health, mental health, housing, transportation, and criminal victimization. Also included are the Older Americans Act, the Areawide Councils on Aging, Multipurpose Human Services Resources, local, state and national. The course is designed to meet the needs of those already working in the field who are seeking increased knowledge and skills, as well as more positive attitudes. It is also for the beginner in the field of human services. (3 hr. lecture)

**GLY 1000 DESCRIPTIVE GEOLOGY****3 credits**

This course is a study of the materials, structure and surface of Earth and processes which have produced or shaped them. Related laboratory exercises, demonstrations, and local field trips are included. (3 hr. lecture)

**GRA 1500C GRAPHIC ARTS INDUSTRIES****3 credits**

This is an introductory course designed for the student who is considering a career in the graphics arts industry. Students will go on field trips to printing, publishing, and other graphic arts firms and will receive an orientation to graphic arts materials and processes by use of laboratory demonstrations. There will be a study of developments in technology, management, and scientific applications and their effects on the industry. (1 hr. lecture, 4 hr. lab)

**GRA 1501C GRAPHIC ARTS TECHNOLOGY I****3 credits**

This course is an introduction to the printing processes including letterpress, offset, gravure, screen printing, xerography, and duplicating techniques. Students will study the historical aspects of the development of printing and learn the limitations of the processes and types of work most appropriate for

each reproduction process. Laboratory exercises include the camera work on the graphic arts process camera, basic stripping and contact printing techniques. (2 hr. lecture, 2 hr. lab)

**GRA 1530C TYPOGRAPHY I****3 credits**

(Prerequisite: ART 1230C) This course is an introduction to the selection and use of type faces and lettering styles for aesthetics and readability. It includes the historical development of printing types; principles of setting metal type, phototypesetting, and computerized typesetting; typeface classification; rules of good typographic practice; experience in setting headings, copy fitting, proofreading and field trips. (1 hr. lecture, 4 hr. lab)

**GRA 1531 TYPOGRAPHY II****3 credits**

(Prerequisite: GRA 1530C) This course is a continuation of Typography I (GRA 1530C) and is to prepare the student for advanced study in graphic design or to begin employment. (3 hr. lecture)

**GRA 1545C INTRODUCTION TO GRAPHIC DESIGN****3 credits**

This course emphasizes tools, equipment and materials used in advertising, primarily those involved in publication. Layout procedures, mechanicals and registration are important factors. (2 hr. lecture, 2 hr. lab)

**GRA 1550C PACKAGE DESIGN****3 credits**

This course covers the study of package graphics and visual presentation of products, point of purchase displays, graphic art, and television advertisement. (2 hr. lecture, 2 hr. lab)

**GRA 1570C GRAPHIC REPRODUCTION PROCESSES****3 credits**

This course is a practical approach to producing line and halftone photography. Litho films, special effects, chemicals and various concepts are emphasized. (2 hr. lecture, 2 hr. lab)

**GRA 1573C GRAPHIC ARTS TECHNOLOGY II****3 credits**

(Prerequisite: GRA 1501C or permission of instructor) This course covers process camera procedures used with continuous tone copy and the resultant halftone negative. Laboratory exercises include the preparation of negatives and positives for plate making. (1 hr. lecture, 4 hr. lab)

**GRA 1743C ILLUSTRATION I****3 credits**

(Prerequisite: ART 2510C, ART 2302C)

This course covers pencil, pen and ink, crayon and other media. Subject matter, detail, technique and handling are prime considerations. (2 hr. lecture, 2 hr. lab)

**GRA 1746C ILLUSTRATION II****3 credits**

(Prerequisite: GRA 1743C or instructor's permission) This course covers various painting mediums and styles which develop the student's ability to portray subject matter in an accurate and readable form. (2 hr. lecture, 2 hr. lab)

**GRA 1950C PRODUCTION GRAPHICS****3 credits**

(Prerequisite: permission of instructor) This is a graphic arts course in which students gain professional knowledge and skills through the actual production of a printed publication or other printed matter. Students will be involved with the full spectrum of publication production graphics. Editorial management, design and layout, copywriting, photography and technical graphic arts will be included, with concentration on the student's area of specialty. (1 hr. lecture, 4 hr. lab)

**GRA 2505C SCREEN PRINTING****3 credits**

(Prerequisites: ART 1201C, ART 1300C and PGY 1101C) This is an introductory course in the study of the theory and practice of screen printing. Students will gain skills in stencil cutting, frame construction and photographic techniques in screen printing. There will be a study of some of the economic and commercial aspects of screen printing and also its place in the fine arts. Value, color separation and color percentages are introduced. (1 hr. lecture, 4 hr. lab)

**GRA 2508C INK AND COLOR****3 credits**

This is an introductory course in the mixing and color matching of printing inks. Students will gain skills in manipulating inks to suit paper and press and learn basic requirements of ink for other particular applications. There will be a study of paper manufacturing, the selection of papers according to usage and cost estimating. (1 hr. lecture, 4 hr. lab)

**GRA 2547C ENVIRONMENTAL GRAPHICS****3 credits**

(Prerequisite: GRA 1530C, GRA 1550C) This course covers the orientation, direction and destination of pedestrian and vehicular traffic. Specific situations in environmental graphics are addressed. (2 hr. lecture, 2 hr. lab)

**GRA 2784C GRAPHIC ARTS TECHNOLOGY III****3 credits**

(Prerequisites: GRA 1501C and GRA 1573C or permission of instructor) This course gives advanced training according to the individual educational needs and capabilities of each student. Personal growth and skill development in advertising design, typography, copy preparation, process camerawork and stripping are emphasized. (1 hr. lecture, 4 hr. lab)

**HFT 0190 CHEF APPRENTICESHIP EXPERIENCE**

The apprentice must work 6,000 hours on-the-job training in addition to the course-work taken at Palm Beach Community College. Apprentices will rotate throughout the kitchen to complete training objectives, as outlined in the Apprenticeship Training Objective Handbook for the American Culinary Federation. The following are approximate hours required:

- Core Organization - 60 hours
- Related Tasks - 600 hours
- Vegetable-Fruit Preparation - 600 hours
- Breakfast Cookery - 360 hours
- Sandwich Preparation - 360 hours
- Stocks and Soups - 260 hours
- Sauce Cookery - 600 hours
- Frying Methods - 360 hours
- Garde Manger Section - 600 hours
- Garnishing and Presentation - 240 hours
- Hot Hors d'oeuvres
- Aromatics of the Kitchen - 120 hours
- Potato Cookery - 120 hours
- Meat Cookery - 600 hours
- Fish Cookery - 540 hours
- Pasta and Rice Cookery - 180 hours
- Conversion of Convenience Foods - 120 hours

Each Module represents 1/6 of the work experience.

- Module A, B, C, D, E, F
- Instruction - (90 hours).

**HFT 1000 INTRODUCTION TO THE HOSPITALITY BUSINESS****3 credits**

The student will identify significant events and dates in the historical development of the hospitality business, compare the present scope of the business at the national, state and county level, differentiate departmental and job responsibilities in a large-size hotel and restaurant. (3 hr. lecture)

**HFT 1342 HOSPITALITY EQUIPMENT LAYOUT AND DESIGN****3 credits**

This course will cover the design and lay-

out of various work areas, specifications of equipment, and how to design facilities of maximum utilization, always taking into account cost, work safety and individual requirements. This course will cover all areas of the hospitality industry. (3 hr. lecture)

**HFT 1501 HOTEL/MOTEL SALES PROMOTION****3 credits**

(Prerequisite: HFT 2510) This course presents a practical understanding of the operating statement and precisely where, how, and why the sales effort fits into the total earnings and profit picture of a hospitality operation. Emphasis is on producing business at a profit. It teaches how to measure and gauge accurately the precise worth of every type of business in advance. (3 hr. lecture)

**HFT 1630 MANAGEMENT OF SECURITY IN HOSPITALITY BUSINESS****3 credits**

This course explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection, and outlines OSHA regulations that apply to lodging properties. (3 hr. lecture)

**HFT 1700 TOURISM AND THE HOSPITALITY INDUSTRY****3 credits**

This course is designed to provide students with a basic knowledge of tourism-related concepts and with the kind of practical experience which will enable them to effectively apply those concepts to the hospitality industry. (3 hr. lecture)

**HFT 1850 DINING ROOM MANAGEMENT****3 credits**

This course is a blend of theory and its application. In the classroom, the student learns the proper dining room procedures from the point of view of the director of service, the dining room captain, the waiter/waitress, and the dining room attendant. In the laboratory, the hospitality management training center, the student is required to perform, on a rotation basis, the functions and responsibilities of each position.

In addition, the student will learn the procedures for the different types of service (plate service, family style, buffet service, platter service, cart service, banquet type, and others); the purchase and maintenance of chinaware, glassware, silverware and linen; wine and beverage service; sanitation and safety, the personnel function in service management. (2 hr. lecture, 2 hr. lab)

**HFT 1860 BAR MANAGEMENT****1 credit**

The student will be familiarized with: 1) The alcohol laws and servers' responsibility; 2) basic mechanics and principles of bartending; and 3) basic understanding of production process of all alcoholic beverages. (1 hr. lecture)

**HFT 1949 CO-OP: HOSPITALITY MANAGEMENT I****3 credits**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job hospitality management assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. (1 hr. lecture, 10 hr. lab)

**HFT 2042 HOSPITALITY MANAGEMENT INTERNATIONAL STUDY TOUR****3 credits**

This course will enable the hospitality student to see first-hand how the hotel and restaurant industry operates in European countries. Visitation to hotels, restaurants and clubs, along with lectures, will create a long-lasting view of the industry.

**HFT 2220 PERSONNEL MANAGEMENT PRACTICES****3 credits**

This course is designed to study the basic principles and analysis of managerial problems, including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and cost control, legal requirements and safety controls. (3 hr. lecture)

**HFT 2240 HOSPITALITY INDUSTRY COMPUTER SYSTEMS****3 credits**

This course provides an overview of the information needs of lodging properties and food service establishments: addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; and focuses on computer-based management systems for both service-oriented and management-oriented functions. (3 hr. lecture, 1 hr. lab)

**HFT 2250 HOTEL-MOTEL FINANCIAL MANAGEMENT****3 credits**

This course explores special management problems as found in hotels, motels, clubs and institutions. (3 hr. lecture)

**HFT 2300 HOUSEKEEPING  
MANAGEMENT****3 credits**

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens and supplies. Maintenance and engineering of a practical nature are studied. (3 hr. lecture)

**HFT 2313 HOTEL AND RESTAURANT  
PROPERTY MANAGEMENT****3 credits**

This course is a study of the components of an engineering system in lodging and food-service establishments. Emphasis is given to blueprint interpretations, basic electrical systems, plumbing, swimming pools, air-conditioning systems, etc. (3 hr. lecture)

**HFT 2410 HOTEL-MOTEL FRONT  
OFFICE ADMINISTRATION AND  
PROCEDURES****3 credits**

This is a study of the functions, procedures and organization of the front office department in a medium and large hotel, with emphasis on reservations and front-office psychology. (3 hr. lecture)

**HFT 2434 CLUB MANAGEMENT****3 credits**

This course is designed to give the student the basic understanding of management in regards to clubs and resorts. It will cover private and semi-private clubs and resorts, and will teach the students the difference of managing a club versus restaurants or hotels; also, the required knowledge for facility and recreational management. (3 hr. lecture)

**HFT 2463 FINANCIAL ACCOUNTING  
FOR THE HOSPITALITY INDUSTRY II****3 credits**

(Prerequisite: HFT 2250) This course presents intermediate-level concepts relating to financial accounting for the hospitality industry. (3 hr. lecture)

**HFT 2510 SALES PROMOTION AND  
ADVERTISING IN HOTELS AND FOOD  
SERVICE ESTABLISHMENTS****3 credits**

This course is a study of advertising principles as they relate to the promotion of sales in hotels and restaurants. (3 hr. lecture)

**HFT 2600 LEGAL ASPECTS OF HOTEL  
AND FOOD SERVICE ADMINISTRATION****3 credits**

This course is a study of the laws applicable to the ownership and operation of places of public hospitality. (3 hr. lecture)

**HFT 2949 CO-OP: HOSPITALITY  
MANAGEMENT II****3 credits**

This course is a continuation of HFT 1949. (1 hr. lecture, 10 hr. lab)

**HHH 2367 TEXTILES FOR THE  
INTERIORS****3 credits**

(CTE 1401 is recommended but not required.) This course is designed to acquaint the student with various window treatments and upholstered furniture. The student will gain knowledge of construction techniques and how to measure and compute fabric needs. (Students will not make drapes or upholster furniture.) Estimating for floor covering and wall treatments will also be explored. (3 hr. lecture)

**HIS 2950 TRAVEL/STUDY: BRITISH  
HISTORY (I)****3 credits**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on one of the following: An Outline of British History I, II, or III, the History of Shakespeare's England, Britain in the Modern World, Twentieth-century British History.

**HIS 2951 TRAVEL/STUDY: BRITISH  
HISTORY (2)****6 credits**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on two of the following: An Outline of British History I, II, or III, the History of Shakespeare's England, Britain in the Modern World, Twentieth-century British History.

**HSC 1400 STANDARD FIRST AID AND  
CPR****1 credit**

This course provides the information and skills necessary to meet certification requirements by the American Red Cross. Students will also be instructed and certified in cardiopulmonary resuscitation. (2 hr. lab)

**HSC 1500 AIDS: A HUMAN CONCERN****3 credits**

This course covers the concerns and the many answers to questions about AIDS with information that is comprehensive and up-to-date. All the dimensions of this serious crisis are addressed with specific insights on how AIDS directly or indirectly affects all-lay persons and health care professionals alike. Included are clinical manifestations, psychosocial and neuropsychiatric aspects, legal and ethical issues, the social, political and economic implications. Special focus is on how AIDS affects both patient and health care (and allied) professionals. Other areas of

vital information include AIDS resources, safer sex, and HIV testing. (3 hr. lecture)

**HSC 1169 INTRODUCTION TO ALLIED  
HEALTH****2 credits**

This course prepares the student for study in the allied health occupations. Unit studies include professional ethics, behavior and communication, patient care and assessment, Universal precautions, CPR, basic medical terminology, risk management, basic computer literacy and the study of health-care regulation and systems. (1 hr. lecture, 2 hr. lab)

**HSC 2200 HEALTH CONCEPTS AND  
STRATEGIES****3 credits**

This course is designed to provide students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for themselves, family, and society. Current health findings are used to establish an awareness of various health needs in order to understand ourselves biologically, emotionally, and socially. Special emphasis is placed upon stress management, fitness, nutrition, and the development of an effective personal life style. (3 hr. lecture)

**HSC 2204 COMMUNITY HEALTH  
EDUCATION****3 credits**

(No prerequisite; HSC 2200 recommended) This course is an introduction to the nation's community health system and related educational functions. Surveyed are historical and administrative structures, concepts and scope of varied programs, topical treatment of major contemporary health problems and the relatedness of health education and community functions. (3 hr. lecture)

**HUM 2700 HUMANITIES OVERSEAS  
STUDY TOUR****3 credits**

This is a study of cultural aspects of countries other than the United States. This course of study includes both classroom and on-site visits to cultural and artistic locations in countries visited. Special attention is given to influences on Western culture. (3 hr. lecture)

**HUN 1001 BASIC NUTRITION****2 credits**

This course consists of the fundamental principles, findings, concepts and applications of normal nutrition for the food service industry. (2 hr. lecture)

**HUN 1201 ELEMENTS OF NUTRITION****3 credits**

A course designed to consider the principles necessary to promote optimum nutrition

throughout the life cycle. Consideration is given to the changing nutritional scene and area of controversy which have developed. The course answers the questions: Why we eat; what we eat; and how the body utilizes the food we eat. Emphasis will be placed on evaluation of nutritional practices. (3 hr. lecture)

#### **HUN 1410 FOOD FOR CHILDREN**

**3 credits**

This course introduces students to the problems involved with feeding children. It emphasizes the principles of food preparation, planning menus to meet children's nutritional needs and motivating children to practice good eating habits. (2 hr. lecture, 2 hr. lab)

#### **HUN 1501 COMMUNITY NUTRITION**

**3 credits**

(Prerequisite: HUN 1201) This is a course that utilizes knowledge of normal nutrition; skills in communications; socioeconomic influences; and familiarity with community resources to educate and motivate individuals and groups to improve their nutritional status. (2 hr. lecture, 2 hr. lab)

#### **HUN 1003 INTRODUCTION TO HUMAN SERVICES**

**3 credits**

An orientation to the field of human services, history, current concepts and roles of beginning professionals is reviewed and discussed. Community services and resources are studied. New approaches to meeting human needs are explored. The knowledge, skills and attitudes essential to the beginning professional are investigated. There is a whole new spectrum of challenges today in the field of human services, and the new professional - the human services specialist - is meeting them. Human services specialists go wherever people are having problems and needs. They learn techniques and skills in areas such as behavior modification, family therapy, problem solving, counseling, interviewing and case management. Techniques of assessment, psychodrama, role-playing and sociodrama will be explored. (3 hr. lecture)

#### **HUN 1100 COUNSELING AND INTERVIEWING**

**3 credits**

This course includes skills, knowledge and attitudes of counseling and problem-solving as used in a therapeutic relationship, or in everyday situations. Using a combination of teaching techniques, including demonstration, exercises, practice, reading assignments and field work, the course develops counseling skills for the client-counselor relationship. Students will learn and

practice problem-solving techniques that will help the client identify problems and work systematically for solutions and resolutions. Interviewing is taught as a component of the counseling process. Techniques used in assessing the client and the problems are taught as part of the counseling, problem-solving, interviewing process. Active listening, reflecting, questioning, summarizing, starting a session, and ending a session, are taught in this course. (3 hr. lecture)

#### **HUN 1200 PRINCIPLES OF GROUP DYNAMICS**

**3 credits**

A course designed to help students realize their potential for growth more fully, and to increase their ability to work effectively with others in a variety of situations. Lectures, discussions and reading material will consider group processes including factors of cohesion, conflict, individual roles, communications systems, tasks and problem-solving. Techniques of psychodrama, role playing, and sociodrama will be explored. (3 hr. lecture)

#### **HUN 1531 COUNSELING THE CHEMICALLY DEPENDENT PERSON**

**3 credits**

This course is designed for human services students who may be called upon to counsel chemically dependent persons, individually or in groups. This course emphasizes the skills, knowledge and attitudes needed to become a human services professional who works with chemically dependent persons. The course also requires the student to take part in the treatment of in-vivo dependent persons. The pathology of chemical dependency and knowledge of helping resources will be discussed. The application of individual and group counseling techniques will be required as a part of the course. (3 hr. lecture)

#### **HUN 1850 FIELD WORK IN HUMAN SERVICES I**

**2 credits**

(Prerequisite: HUN 1003 and HUN 1100) This course offers an understanding of the role and function, programs and services of a variety of human services organizations, including the not-for-profit agencies listed in the "Where To Turn" Human Services Directory provided by the United Way of Palm Beach County. In addition, the students study the private sector of human services organizations, and the individuals involved in a variety of private practice professions. The students study the team approach to human services, as well as the dyad, or one-to-one approach to helping and problem-solving. (2 hr. lecture)

#### **HUN 1850L FIELD WORK IN HUMAN SERVICES I INTERNSHIP**

**2 credits**

(Co-requisite: HUN 1850) Each student is assigned to a human services program to work under supervision for 12 hours per week, for eight weeks. The student will be supervised by the instructors of this course and by personnel of the Human Services Program. The focus of field work internship is to learn by doing, and learn by observation in a variety of client-staff encounters. On-the-job training for students will include such tasks as interviewing and counseling clients and their families, assessment and planning with clients, monitoring and observation, problem-solving, participating in group therapy, and individual therapy, intervention and treatment under supervision of agency personnel, linking clients with community resources and case management. (6 hr. lab)

#### **HUN 2520 PSYCHOTHERAPY: THEORY AND PRACTICE**

**3 credits**

(Prerequisite: PSY 2012) The student will obtain a basic knowledge of understanding of the current systems of psychotherapy to include terminology, modality types, and effectiveness in regard to specific syndromes and/or dysfunctions. (3 hr. lecture)

#### **HUN 2851 FIELD WORK IN HUMAN SERVICES II**

**2 credits**

(Prerequisite: HUN 1850) This course is a continuation of learning about the role and function, programs and services of many of the more than 300 public and private human services organizations serving Palm Beach County. Students will examine their own unique roles as "beginning professionals" in the rapidly changing and challenging areas of help and service for those in need. (2 hr. lecture)

#### **HUN 2851L FIELD WORK IN HUMAN SERVICES II INTERNSHIP**

**2 credits**

(Co-requisite: HUN 2851) This is a second module of field work to enable each student to participate in a second area of "learning by doing" or on-the-job training. Students will continue to work under supervision and to keep a daily journal of their on-the-job experience to share with their classmates and instructors in the weekly seminars (HUN 1850 and HUN 2851). (6 hr. lab)

#### **IDS 1080 TEST-TAKING SKILLS**

This course is designed to help students become more skillful at taking tests. Emphasis will be on improving student achievement on a variety of exams, including essay, objective and standardized tests. (One elective credit; one contact hour per week).

**IDS 1185 HUMAN ISSUES: PROBLEMS AND ANALYSIS (HONORS COURSE)****3 credits**

The class will select a theme from a limited choice of human and global issues as a term focus. Students will be presented with techniques of information gathering. Students will divide into interest groups, set goals, and gather information with the objective of preparing a presentation that will be videotaped. (3 hr. lecture)

**IDS 2109 CLAST REVIEW COURSE****3 credits**

This course is intended as a review of the competencies tested on the State-mandated CLAST examination. Topics will include the essay, writing, reading and computation subtests on the CLAST examination. (3 hr. lecture)

**IND 1012C INTRODUCTION TO INTERIOR DESIGN****3 credits**

This course aims to define the various principles of interior design, as well as the associated variabilities and their applications. Its purpose is also to acquaint the student with a certain amount of both historical and contemporary references. (2 hr. lecture, 2 hr. lab)

**IND 1013 HISTORY OF PERIOD FURNITURE****3 credits**

(Prerequisite: IND 1015C) This is a course designed to provide knowledge of the development of furniture throughout history. It will enhance the ability to recognize and use eclectic combinations in the homes of today. This will include the study of fabrics, accessories and architectural details. Each student will assemble a comprehensive notebook combining renderings and photographs. (3 hr. lecture)

**IND 1015C RESIDENTIAL INTERIOR DESIGN****3 credits**

(Prerequisites: IND 1012C, ART 1201C, ART 1300C, ETD 1110) This course explores the needs and requirements of humans in their living environments. It involves an understanding of blueprints, use of the design process and programming, the basic elements of space planning, basic cabinet and furniture detailing, and an understanding of various human living environments. (2 hr. lecture, 2 hr. lab)

**IND 1019C INTERIOR DESIGN - PROXEMICS AND ENVIRONMENTAL****3 credits**

(Prerequisite: IND 1012C) This course regards the use and psychology of space planning and the effects of the environmental factors. This involves an understanding of

the space required for various functions in everyday life, as well as the specific functions of workers and the items used (furniture, machines, appliances, etc.) to carry out such functions. It establishes the basic environmental requirements to perform those functions. (2 hr. lecture, 2 hr. lab)

**IND 1430C INTERIOR DESIGN - LIGHTING AND ELECTRICAL****3 credits**

(Prerequisite: IND 1012C) This course continues the study of interior design principles, specifically understanding, utilizing and planning electrical and lighting systems in commercial and residential applications. (2 hr. lecture, 2 hr. lab)

**IND 2010C PRACTICAL APPLICATIONS IN INTERIOR DESIGN****3 credits**

(Prerequisite: IND 1013C, IND 1019C, IND 2331C) This course requires the advanced interior design student to utilize all previously learned skills in an orderly and businesslike way. Detailed composite presentations will be developed. (2 hr. lecture, 2 hr. lab)

**IND 2011 BUSINESS PROCEDURES FOR INTERIOR DESIGNERS****3 credits**

(Co-requisite: IND 2010C) This course covers business processes such as contracts, pricing, profits and invoicing, as they relate to the interior design profession. (3 hr. lecture)

**IND 2331C INTERIOR RENDERING****3 credits**

(Prerequisite: ART 1305C, IND 1015C) This course is a continuation of Freehand Perspective. Architectural rendering techniques will be explored. Although interiors will be the primary subject, some exterior problems for architects will be included. (2 hr. lecture, 2 hr. lab)

**IND 2332C MODEL BUILDING****3 credits**

(Prerequisite: ART 1305C, IND 1015C) This course explores the construction methods and techniques necessary to translate architectural and interior drawings into three-dimensional scale models. (2 hr. lecture, 2 hr. lab)

**IND 2420 PRODUCTS AND MATERIALS OF INTERIOR DESIGN****3 credits**

This course involves an in-depth study and examination of products and materials used in commercial and residential environments. It will investigate the function, durability aesthetics and liabilities of a broad spectrum of surfaces and finishes and introduce proper specification notation. (3 hr. lecture)

**IND 2527C ADVANCED PORTFOLIO INTERIOR DESIGN****3 credits**

(Prerequisite: IND 2013C) This course prepares the student for entry into the professional world of interior design. A final portfolio of presentation techniques will be developed to use for employment, professional accreditation, or to show prospective clients. (2 hr. lecture, 2 hr. lab)

**INR 2002 INTERNATIONAL RELATIONS****3 credits**

(Prerequisites: POS 1001 or POS 2041 and/or ECO 1013, or consent of instructor) This course introduces the student to the nature of international relations and gives the student a systems framework for analyzing and comparing the world's political systems; including issues in international law, diplomacy, and the role of the United Nations. (3 hr. lecture)

**IPM 1301 PESTICIDES****3 credits**

This course is an introduction to the role and mechanisms of pesticides in an integrated pest-management program. Ecological, biological, and economic principles will be emphasized. The classification, mode of action, toxicity, registration procedures, and application techniques of chemicals defined as pesticides under the Federal Insecticide, Fungicide, and Rodenticide Act will be studied. (3 hr. lecture)

**ISS 2202 CANADIAN STUDIES****3 credits**

This is a multicultural, interdisciplinary international studies course on selected issues pertaining to our northern neighbor, Canada. Students study Canadian geography, history, politics and economics. The multicultural perspective encompasses an examination of native peoples, Anglo-Canadians and Franco-Canadians and how these groups determine Canadian identity. Further, through a review of historical and contemporary literature, the development of Canadian national consciousness is traced. Finally, the course addresses issues in Canadian foreign policy and international relations with a concentration on U.S.-Canada objectives. (3 hr. lecture)

**ITA 1120 ELEMENTARY ITALIAN I****4 credits**

A basic knowledge of Italian grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. (4 hr. lecture)

**ITA 1121 ELEMENTARY ITALIAN II****4 credits**

This course is a continuation of ITA 1120.

The purpose of this course is to reinforce the basic skills previously acquired by students. This course develops increased listening, speaking, reading, and writing skills, as well as grammar knowledge and cultural awareness. (4 hr. lecture)

#### ITA 2200 INTERMEDIATE ITALIAN I

3 credits

(Prerequisite: ITA 1121 or equivalent) This course is a review of the basic structure of spoken and written Italian. Readings in Italian on the elementary level are emphasized. Each student may be required to spend one hour per week listening to language laboratory recordings at the audio center on campus and is subject to proficiency testing. (3 hr. lecture)

#### ITA 2201 INTERMEDIATE ITALIAN II

3 credits

(Prerequisite: ITA 2200 or equivalent) This course is a continuation of ITA 2200. There are readings in Italian on the intermediate level. Students are subject to proficiency testing. (3 hr. lecture)

#### JOU 1100 BASIC WRITING FOR MASS COMMUNICATION

3 credits

This is a course in the fundamentals of news-evaluation, interviewing procedures, information-gathering, news-writing and news-editing. Basic approaches to the writing of leads, organizing a story and the proper use of quotes and attributions are covered. Libel laws and ethics of journalism are given some attention. The ability to type at least 40 words per minute is expected. This course is designed to provide the student with a minimum of skills required to function in a conventional newsroom operation. Required for journalism majors. (3 hr. lecture)

#### JOU 2103 REPORTING AND WRITING TECHNIQUES

3 credits

(Prerequisite: JOU 1100 or equivalent or permission of division chair) This course places special emphasis on techniques of writing and reporting of special types of news articles including investigative reporting, various kinds of features, public-affairs reporting and editorial/column-writing. The level of writing is expected to be somewhat more advanced than that involved in JOU 1100. This course is designed to help the student cope with the demand of greater writing and editing skills in the newsroom. Required for journalism majors. (3 hr. lecture)

#### LEI 1000 INTRODUCTION TO RECREATION AS A PROFESSION

3 credits

This course is a study of the theory and development, history, philosophy, current trends, and fields of employment. This course will also include the social and economic developments that have influenced attitudes toward present and future programs of leisure and recreation. (3 hr. lecture)

#### LEI 1260 INTRODUCTION TO OUTDOOR RECREATION

3 credits

This course is designed to introduce the student to the theory and skills in outdoor recreational activities. This course includes the political, social and economic forces affecting the outdoor recreation profession. (3 hr. lecture)

#### LEI 1310 LEADERSHIP IN RECREATION

3 credits

Recreation leadership techniques and principles of group dynamics as applied to recreation planning and organizing recreational activities. Group situations will be presented for observation and applying principles for effective leadership. (3 hr. lecture)

#### LEI 1603 MAINTENANCE, CARE, AND SCHEDULING OF RECREATION FACILITIES

3 credits

The study of maintenance, care and scheduling of recreation facilities, this course will include the planning of recreation areas, care and repair of equipment and supplies, the purchasing of and the design of new facilities. (3 hr. lecture)

#### LEI 1920C FIELD STUDY I

2 credits

This course is a prerequisite to adequate preparation for entry level positions with on-the-job experience under the supervision of competent and qualified personnel. Exposure to a variety of areas of operation for an agency. (1 hr. lecture, 4 hr. lab)

#### LEI 2220 SOCIAL RECREATION

3 credits

This course is designed for the recreation major. Emphasis is placed on methods, materials, and techniques of planning, organizing, and conducting social recreational activities of all age groups. (3 hr. lecture)

#### LEI 2431 ORGANIZING, PLANNING AND PROGRAMMING ACTIVITIES

3 credits

This is a study of the essential skills and

techniques of planning and organizing weekly, monthly and seasonal programs, tournaments, contests and special events. (3 hr. lecture)

#### LEI 2544 FACILITY OPERATIONS

3 credits

This course is an introduction to management and supervisory techniques and practices for effective operation of facilities, to include risk management and evaluation. (3 hr. lecture)

#### LEI 2700C RECREATION FOR THE AGING AND SPECIAL POPULATION

3 credits

This course is designed to develop knowledge and skills in recreational activities for the ill, the aging, and the physically and mentally handicapped. (2 hr. lecture, 2 hr. lab)

#### LEI 2702 INTRODUCTION TO THERAPEUTIC ACTIVITY

3 credits

The course will, using a variety of instructional methodologies, address the requisite communicative and administrative skills; the cognitive and affective domains of the physical and the psychosocial aspects of aging; the activities and their adaptations; volunteerism; and program concepts that are vital to the successful performance of activity coordinators. (3 hr. lecture)

#### LEI 2940C FIELD STUDY II

2 credits

(Prerequisites: All recreation specialist core courses with a grade of C or better) This course offers practical application in city or county setting of knowledge acquired in the classroom. Hours and level will vary within the different agencies. Supervision provided by the recreation professional. (8 hr. lab)

#### LIT 2110 WORLD LITERATURE TO 1600\*

3 credits

(Prerequisite: ENC 1101) This course is a study of selected works of the ancient, medieval, and Renaissance worlds. Written work: 3000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

#### LIT 2120 WORLD LITERATURE AFTER 1600 \*

3 credits

(Prerequisite: ENC 1101) This course is a study of selected world masterpieces from approximately 1600 to the present day. Written work: 3,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

\* This course meets the State Board of Education Rule 6A-10.30 writing skills.

**LIT 2950 TRAVEL/STUDY: BRITISH LITERATURE (1) \*****3 credits**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on one of the following: Shakespeare's Texts I, II, or III, Shakespeare's Contemporaries, Romanticism in English Literature, Romantic Poetry, the History of English Drama, Nineteenth-century Novelists, Twentieth-century Novelists, and Twentieth-century Poetry. This course fulfills the general education requirement for literature. Written work: 3,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

**LIT 2951 TRAVEL/STUDY: BRITISH LITERATURE (2) \*****6 credits**

From a variety of offerings, the student may choose to attend lectures at Cambridge University, England, on two of the following: Shakespeare's Texts I, II, or III, Shakespeare's Contemporaries, Romanticism in English Literature, Romantic Poetry, the History of English Drama, Nineteenth-century Novelists, Twentieth-century Novelists, and Twentieth-century Poetry. This course fulfills the general education requirement for literature. Written work: 6,000 words. This course requires a C or better for transfer for A.A. degree credit. (6 hr. lecture)

**MAC 1102 ALGEBRA FOR COLLEGE STUDENTS****3 credits**

(Prerequisites: MAT 1033 (Intermediate Algebra) or a suitable score on the placement test together with two years of high school algebra) This course is designed to give students further emphases on the topics of radicals, exponents, complex numbers, linear and quadratic equations and inequalities, and absolute value. New topics will include exponential and logarithmic properties, functions and equations, relations and functions, graphs of linear, quadratic, exponential and logarithmic functions, as well as solutions to systems of equations and systems of inequalities. Applications will be included throughout the course. (3 hr. lecture)

**MAC 1114 TRIGONOMETRY****3 credits**

(Prerequisite: MAC 1102 or adequate score on placement test. Students who have a C or better in MAC 1102 and whose programs do NOT require a calculus course may

enroll in MAC 1114.) This is a study of the trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles with applications, complex numbers and analytic geometry (the conic section). (3 hr. lecture)

**MAC 1140 PRECALCULUS****3 credits**

(Prerequisites: MAT 1033, Intermediate Algebra, or a suitable score on the placement test together with two years of high school algebra, or MAC 1102 College Algebra) Topics included are relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions, linear programming, sequences, series, induction and the Binomial Theorem. (3 hr. lecture)

**MAC 2233 SURVEY OF CALCULUS****3 credits**

(Prerequisite: MAC 1140 or equivalent) Not open to students who have credit in MAC 2311. This course involves the study of rates of change, derivatives and integration with applications to business. (3 hr. lecture)

**MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I****4 credits**

(Prerequisite: MAC 1114 and MAC 1140 or adequate score on placement test and high school trigonometry) This is the first of a three-term sequence. Topics included are derivatives and integration of algebraic, trigonometric, exponential and logarithmic function, with applications. (4 hr. lecture)

**MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II****4 credits**

(Prerequisite: MAC 2311) This is the second of a three-term sequence. Topics included are techniques of integration, conic sections, polar coordinates, parametric equations, applications, and infinite series. (4 hr. lecture)

**MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III****4 credits**

(Prerequisite: MAC 2312) This is the third of a three-term sequence. Topics included are solid analytic geometry and vectors in space, particle differentiation, multiple integration, and line integrals. (4 hr. lecture)

**MAN 1949A CO-OP: MIDMANAGEMENT I****3 credits**

This is a coordinated work-study program

which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job mid-management assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. (1 hr. lecture, 10 hr. lab)

**MAN 1949B CO-OP:****MIDMANAGEMENT II****3 credits**

This course is a continuation of MAN 1949A. (1 hr. lecture, 10 hr. lab)

**MAN 2021 PRINCIPLES OF MANAGEMENT****3 credits**

This course provides a basic study of the principles of management, planning, organizing, staffing and controlling. The principles and practices which are applicable to many varied activities, such as production, personnel, marketing, finance, government, education, agriculture and the armed forces, are all covered. (3 hr. lecture)

**MAN 2800 SMALL BUSINESS MANAGEMENT****3 credits**

This course is an in-depth analysis of the basic principles of starting and managing a small business, and the many opportunities for entrepreneurial success in a free enterprise system. Included are the business and managerial functions of how to organize, staff, direct and control the business areas of sales, production, purchasing, finance and personnel. (3 hr. lecture)

**MAP 2302 DIFFERENTIAL EQUATIONS****3 credits**

(Prerequisite or co-requisite: MAC 2313) Topics included are ordinary differential equations with applications, the Laplace transform, differential operators systems of equations, orthogonal trajectories, electric networks and inverse transforms. (3 hr. lecture)

**MAR 2011 PRINCIPLES OF MARKETING****3 credits**

This course emphasizes planning marketing strategy. The topics covered include: The macro role in society and the micro role of business, the external environments affecting marketing, marketing research, behavioral features of the consumer market and intermediate customers, market segmentation and developing the marketing mix of

\* This course meets the State Board of Education Rule 6A-10.30 writing skills.

product, place, promotion and price. (3 hr. lecture)

**MAT 1024 BASIC ALGEBRA**

**4 credits\***

This course is required of all students entering the College with test scores indicating a need for developmental work before embarking on the college-level curriculum. It is designed to prepare students for MGF 1104 and/or MAT 1033 and will cover basic algebra and geometry concepts and applications, including the real number system, polynomials, linear equations, exponents and radicals, quadratic equations and work as necessary in arithmetic prealgebra skills. Graded Passing or Not Passing (P or N). Six contact hours per week. (3 hr. lecture, 3 hr. lab)

**MAT 1033 INTERMEDIATE ALGEBRA**

**3 credits**

(Prerequisite: Successful completion of MAT 1024 or one year of high school algebra AND adequate score on placement test) This course is designed to prepare the student for MAC 1102. Topics included are sets, properties of real numbers, linear equations and inequalities, exponents and radicals, quadratic equations and graphing in the plane. (3 hr. lecture)

**MGF 1050 OVERCOMING MATH ANXIETY**

**1 credit**

This course is designed to help students overcome their math anxiety and become successful in mathematics courses. The course focus is on diagnosing students' effective learning techniques, to improve students' math study habits and test-taking skills, while reducing test anxiety. (1 hr. lecture)

**MGF 1104 MATHEMATICS FOR COLLEGE STUDENTS**

**3 credits**

(Prerequisites: MAT 1024 Elementary Algebra OR adequate score on the placement exam and one year of high school algebra) This course will give students some of the mathematical and computational skills essential for success in the Liberal Arts areas as well as in real-life situations. It will give the Liberal Arts students the essential skills needed in the areas of probability and statistics, sets, logic and numeration systems and to prepare them for these areas on the CLAST. (3 hr. lecture)

**MGF 1109 RATIO AND PROPORTION FOR NURSING (Only)**

**1 credit**

This course is a study of ratio, proportion and variation, fractions, decimals and percents with applications. (1 hr. lecture)

**MGF 1111 GEOMETRY**

**1 credit**

This course is a study of the relationship of plane and solid figures, distances, areas and volumes and includes measurement and construction. (1 hr. lecture)

**MGF 1112 LOGIC**

**1 credit**

This course involves an analysis of sentence structure and truth values and includes a study of valid and invalid arguments and methods of proof. (1 hr. lecture)

**MKA 1041 PRINCIPLES OF RETAILING**

**3 credits**

This is a study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. (3 hr. lecture)

**MKA 1511 ADVERTISING**

**3 credits**

This course has been planned for students wanting strong preparation in the field of advertising. Students learn the conceptual foundation which provides the necessary theoretical framework for understanding advertising, the planning stage required for successful advertising, and the actual execution of an advertising campaign. (3 hr. lecture)

**MKA 2021 SALESMANSHIP**

**3 credits**

This course is designed to prepare the student for entry into the field of selling. The student learns buyer characteristics and behavior patterns, prospecting, planning and delivering the presentation, handling objections, and closing the sale; dealing with the legal, social, ethical and personal responsibilities of the salesperson; and the nature and scope of sales management. (3 hr. lecture)

**MKA 2042 PRINCIPLES OF RETAILING II**

**3 credits**

(Prerequisite: MKA 1041 Principles of Retailing I) This course covers the fields of retail product merchandising. It includes the

study of basic merchandise knowledge; display; men's, women's and children's inner and outer apparel items; and home goods. (3 hr. lecture)

**MKA 2752 INTERNATIONAL MARKETING**

**3 credits**

This course presents basic marketing principles from an international point of view. Students will gain insight into international marketing by virtue of making actual visits to overseas corporations, along with overseas offices of American corporations. Scope of the course will cover pricing, advertising methods and channels of distribution on an international level. Classroom work before and after the overseas trip will be required. (3 hr. lecture)

**MMC 1000 SURVEY OF COMMUNICATIONS**

**3 credits**

This course surveys the development of communications media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities and their responsibilities to the public. This course is required for journalism majors. (3 hr. lecture)

**MMC 1949 CO-OP: MASS COMMUNICATIONS I**

**3 credits**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job communications assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor. (1 hr. lecture, 10 hr. lab)

**MMC 2949 CO-OP: MASS COMMUNICATIONS II**

**3 credits**

This is a continuation of MMC 1949. (1 hr. lecture, 10 hr. lab)

**MNA 1453 POSTMASTER ADMINISTRATION**

**3 credits**

This course provides in-depth knowledge of services and duties performed by postmasters, including postal procedures and managing associate post office facilities. (3 hr. lecture)

\* This course is required of all students entering the college with test scores indicating a need for developmental work, before embarking on the college-level curriculum.

**MNA 1454 POSTAL SERVICE  
MARKETING****3 credits**

This course provides the student with knowledge of marketing the products of the Postal Service, as well as programs and procedures to maximize a positive image of the Postal Service while maintaining productivity. (3 hr. lecture)

**MNA 1394 POSTAL FINANCE I****3 credits**

This course explores the areas of how postal revenue is received and controlled. Procedures of the Board of Governors and the Postal Rate Commission are explained, along with a review of the Postmaster General's Annual Report and an explanation of the three major sources of postal revenue. Other areas covered are budgeting, financial accounting and reporting, timekeeping, travel regulations and administrative services. (3 hr. lecture)

**MNA 2100 HUMAN RELATIONS****3 credits**

This course formulates a set of objectives in human relations and develops techniques for accomplishing these objectives. Among the topics studied are: Motivation, morale, productivity, organization, communications, work and incentives, leadership and executives and their roles. (3 hr. lecture)

**MNA 2303 INTRODUCTION TO PUBLIC  
PERSONNEL MANAGEMENT****3 credits**

(Prerequisite: POS 2112 or permission of instructor) This course concentrates on the major issues facing the manager of public employees. These include selection and promotional process, performance appraisal systems, labor relations, employee rights and the future concerns of public sector employment. (3 hr. lecture)

**MNA 2345 PRINCIPLES OF SUPERVISION****3 credits**

This course is designed to provide the student with an overview of the first level of management, which deals primarily with the management of people. The focus will be on the supervisory process: examining the functions of planning, organizing, staffing, directing, controlling, and their relationships to the daily responsibilities of the supervisor. (3 hr. lecture)

**MNA 2397 POSTAL EMPLOYEE  
RELATIONS****3 credits**

This course involves the actual functions

of the employee relations office in relation to the services it provides for postal employees. Course content includes the policies and practices concerning selection, placement, training, and promotion of employees. Also covered are self-development training programs, EEO practices, insurance and retirement benefits, awards programs, salary schedules, and safety and health. (3 hr. lecture)

**MNA 2398 POSTAL LABOR RELATIONS****3 credits**

This course presents an overview of laws and practices as related to labor-management in the Postal Service. Emphasis is placed on the national and local agreements, the various bargaining units and associations in the U.S. Postal Service, the grievance procedures, the disciplinary action procedures, and the National Labor Relations Board. (3 hr. lecture)

**MNA 2399 POSTAL FINANCE II****3 credits**

This course is a continuation of MNA 1394, Finance I. It is designed to provide extensive understanding of financial management principles in the Postal Service. Also studied are Public Law 91-375, Postal Reorganization Act of 1970, and Fiscal Handbook F-1, Financial and Cost Controls. (3 hr. lecture)

**MNA 2451 MAIL PROCESSING****3 credits**

This course is an introduction to mail processing operations with emphasis on automated, mechanized and manual mail processing operations. (3 hr. lecture)

**MNA 2452 POSTAL CUSTOMER  
SERVICES****3 credits**

This course provides the student with a functional knowledge of mail delivery and collection systems within the Postal Service, as well as management's approach to delivery services. (3 hr. lecture)

**MRE 2001 MEDICAL TERMINOLOGY****3 credits**

This course is designed to acquaint the student, who is preparing for a health-related vocation, with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined, and use of medical dictionary and related sources are emphasized. Application is made to procedures, diagnostic tests and conditions encountered in various health related fields. (3 hr. lecture)

**MTB 1103 BUSINESS MATHEMATICS****3 credits**

This course includes information and practice in practical business situations involving bank and sales records, business percentages, financial charges, payrolls and taxes, statistics, and computers, financial statements, insurance, bonds, compound interest and present value, stocks and annuities. (3 hr. lecture)

**MUC 2301 INTRODUCTION TO  
ELECTRONIC MUSIC I****3 credits**

This course is designed as an introduction to the basic hardware components (tape recorder, mixer, synthesizer, computer) and their functions in electronic music. (3 hr. lecture)

**MUC 2302 INTRODUCTION TO  
ELECTRONIC MUSIC II****3 credits**

(Co- or prerequisite: MUC 2301 or permission of instructor) This course is designed as a continuation of MUC 2301. It will include techniques of sound mixing, sequencing, and sampling. The class meets three hours per week. (3 hr. lecture)

**MUE 2440 STRING TECHNIQUES\*****1 credit**

This course provides basic instruction in string instruments. Music education majors are required to have instruction in one of the following: (2 hr. lab)

A. Violin	C. Cello
B. Viola	D. String Bass

**MUE 2450 WOODWIND TECHNIQUES \*****1 credit**

This course provides basic class instruction in woodwind instruments. Music education majors are required to have instruction in one of the following: (2 hr. lab)

A. Clarinet	C. Saxophone
B. Flute	

**MUE 2460 BRASS TECHNIQUES \*****1 credit**

This course provides basic class instruction in brass instruments. Music education majors are required to have instruction in one of the following: (2 hr. lab)

A. Trumpet	C. Trombone
B. French Horn	D. Tuba

**MUE 2470 PERCUSSION TECHNIQUES\*****1 credit**

This course provides class instruction in the basic percussion instruments and is required of music education majors. (2 hr. lab)

\* A special fee of \$30.00 is required.

**MUH 2018 HISTORY AND APPRECIATION OF JAZZ****3 credits**

The development of jazz will be studied from its inception around 1900 to the present. All forms and styles of jazz, along with important exponents of each style, will be covered, as well as principles in how to listen to jazz. Objectives will be achieved through the use of lectures, films, slides, and live performance in and out of class. (3 hr. lecture)

**MUH 2111 INTRODUCTION TO MUSIC HISTORY I \*****3 credits**

(Antiquity through the Eighteenth Century) This course is designed for the music major as a beginning course in music history. The syllabus includes the study of the music literature (composers, forms, styles) of Western civilization in chronological sequence. Lecture sessions will be supplemented by reading and listening assignments along with score analysis. Written work: 2,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

**MUH 2112 INTRODUCTION TO MUSIC HISTORY II \*****3 credits**

(Nineteenth and Twentieth Centuries) This course begins with the study of the music of Beethoven and extends on to include contemporary music literature and its composers. Special consideration is given to the music of America. Written work: 2,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

**MUL 1010 MUSIC APPRECIATION \*****3 credits**

This course is a survey of the historical periods of music development. It includes a study of styles, forms and composers and their works. It is designed to provide the student with a basis for intelligent listening and to help the student develop a more thorough understanding of music. The course offers credit in general education for nonmusic majors. This course requires a C or better for transfer for A.A. degree credit. Written work: 2,000 words. (3 hr. lecture)

**MUL 1955 APPRECIATION OF MUSIC (FOREIGN STUDY)****3 credits**

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers and their works. It is designed to provide the student with a basis of intelligent listening

and to help him to develop a more thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Examinations and written reports are required based on observations and listening experiences witnessed abroad. This course may be substituted for MUL 1010. A special fee is charged. (3 hr. lecture)

**MUN 2031 POP VOCAL STYLE****1 credit**

(Prerequisite: MUT 1111 or equivalent)

This course is a study of various vocal styles of jazz and popular music. Included will be analyses of the singing of outstanding vocal stylists and methods for the students; technical development in this idiom. (2 hr. lab)

**NOTE:** The letter "R" will be added to the common course number for each (MUN) music ensemble to indicate that credit may be earned one, two, three or four times in each course.

A maximum of four semester hours credit in MUN courses may be applied toward the A.A. degree. Credit received for participation may be in addition to normal academic load.

**MUN 1120R CONCERT BAND****1 credit**

Any qualified student who enjoys the study and performances of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use. (2 hr. lab)

**MUN 1210R CONCERT ORCHESTRA****1 credit**

This organization provides the opportunity for experience in the playing of various types of orchestral literature. All qualified students are eligible to enroll for credit or audit with permission of the department. (3 hr. lab)

**MUN 1310R CONCERT CHORUS****1 credit**

Membership is open to all students. Students participate in the study and performance of varied repertory of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or audit. (3 hr. lab)

**MUN 1410R STRING ENSEMBLE****1 credit**

(Prerequisite: audition or permission) This course provides the study and performance of literature for string ensembles. (2 hr. lab)

**MUN 1420R WOODWIND ENSEMBLE****1 credit**

This course is open to all qualified instrumentalists and offers the opportunity to perform original and transcribed music for woodwind instruments. Music from the Classical Period through the Twentieth Century will be studied and performed. A number of instruments are available on loan from the College. This course may be repeated for credit. (2 hr. lab)

**MUN 1430R BRASS ENSEMBLE****1 credit**

This course is open to all qualified instrumentalists and offers the opportunity to perform original and transcribed music for the brass ensemble. Music from the Renaissance through the Twentieth Century will be studied and performed. A number of instruments are available on loan from the College. This course may be repeated for credit. (2 hr. lab)

**MUN 1440R PERCUSSION ENSEMBLE****1 credit**

This course is open to all qualified instrumentalists and offers the opportunity to perform original and transcribed music for the percussion ensemble. Music from the Renaissance through the Twentieth Century will be studied and performed. A number of instruments are available on loan from the College. This course may be repeated for credit. (2 hr. lab)

**MUN 1450R ELECTRONIC ENSEMBLE****1 credit**

(Prerequisites: 1) MUT 1112 [Theory 2] or equivalent; 2) MUC 2301 [Electronic Music or equivalent]; 3) Permission from instructor; 4) Owning a synthesizer is recommended; 5) MUT 1351 [Arranging I] is recommended, co-requisites: 1) MVK 2121A [Class Piano II] or equivalent; 2) MVK 1311 [Applied Piano-Freshman] or equivalent) This is a multi-keyboard ensemble utilizing electronic and acoustic instruments. Various styles of music are explored, with emphasis on popular music arrangements and original compositions. (2 hr. lab)

**MUN 1480R GUITAR ENSEMBLE****1 credit**

(Prerequisite: MVS 1116 and MVS 1117 or equivalent) This course is designed to give the student an opportunity to play in guitar ensembles ranging from duets to octets. The music will be taken from classical and jazz literature. Members are selected by audition. (2 hr. lab)

\* This course meets the State Board of Education Rule 6A-10.30, Writing Skills.

**MUN 1710R JAZZ ENSEMBLE****1 credit**

This organization provides opportunities for the student to become acquainted with the techniques and styles of contemporary popular music and jazz. Members are selected by audition. (2 hr. lab)

**MUN 1720 PACESETTERS****1 credit**

This organization provides a selected group of vocal performers with instrumental accompanists, opportunities to perform contemporary sounds of folk, pop, jazz and rock music. Members are selected by audition and are also required to register for MUN 1310. (2 hr. lab)

**MUN 2100 CHAMBER SINGERS****1 credit**

(Prerequisite: membership by audition or instructor's permission) This course is a study and performance of sacred and secular chamber music of the sixteenth and seventeenth centuries and of contemporary works suitable for a small group of singers. (2 hr. lab)

**MUS 0010 RECITAL SEMINAR****0 credit**

Music majors meet together one hour a week each semester to attend lectures, workshops, film showings, artists' performances and student recitals. The seminar programs are planned to supplement the required music curriculum. Attendance and participation is a requirement of students enrolled in applied music courses. (1 hr. lecture)

**MUT 1001 FUNDAMENTALS OF MUSIC****3 credits**

This course covers the basic foundations of music, including the study of notation scales, key signatures, triads, major and minor keys, intervals, rhythm, keyboard orientation. It serves as a preparatory course to MUT 1111. (3 hr. lecture)

**MUT 1111 MUSIC THEORY I****3 credits**

(Co-requisite: MUT 1241) This course begins with a short review of the basic foundations of music offered in MUT 1001. It consists of the study of harmonic practices in four-part writing, including primary chords in first and second inversion and cadences. This is a university parallel course for students majoring in music. (3 hr. lecture)

**MUT 1112 MUSIC THEORY II****3 credits**

(Prerequisite: MUT 1111 or equivalent. Co-requisite: MUT 1242) This course is a continuation of MUT 1111, Music Theory I and includes a study of secondary chords, the harmonizations of melodies, the uses and practices of figured bass, the proper usage of

nonchord tones and diatonic seventh chords.

(3 hr. lecture)

**MUT 1241 EAR TRAINING & SIGHT SINGING I****1 credit**

(Co-requisite: MUT 1111 or equivalent) This course includes aural dictation and provides a practical approach to sight-singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. (2 hr. lab)

**MUT 1242 EAR TRAINING AND SIGHT SINGING II****1 credit**

(Prerequisite: MUT 1241. Co-requisite: MUT 1112) This course is a continuation of MUT 1241. (2 hr. lab)

**MUT 1351 JAZZ ARRANGING I****2 credits**

(Prerequisite: MUT 1112 or permission of instructor) This course is a study of arranging music in the popular and jazz styles. Topics covered include chord symbols, notation, voicing, rhythm section, transposition and style. Arrangements for various small instrumental combinations will be evaluated in class. (2 hr. lecture)

**MUT 1352 JAZZ ARRANGING II****2 credits**

(Prerequisite: MUT 1351 or equivalent) This course is a continuation of MUT 1351. (2 hr. lecture)

**MUT 2116 MUSIC THEORY III****3 credits**

(Prerequisite: MUT 1112 or equivalent. Co-requisite: MUT 2246) This course is a continuation of MUT 1112 Music Theory II. It introduces the chromatic vocabulary of the Common Practice Period with the use of Secondary Dominant Chords, Secondary Diminished Seventh Chords, and Augmented Sixth Chords. (3 hr. lecture)

**MUT 2117 MUSIC THEORY IV****3 credits**

(Prerequisite: MUT 2116 or equivalent; co-requisite: MUT 2247) This course is a continuation of MUT 2116 Music Theory III. It continues the chromatic vocabulary of the Common Practice Period with the use of Modal Change, the Neapolitan Chord and Modulation. It also provides a short introduction to Post-Common Practice Harmony. (3 hr. lecture)

**MUT 2231 KEYBOARD HARMONY I****1 credit**

(Prerequisite: MUT 1112 and MUT 1242 or the equivalents) This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmoniza-

tion of melodies, transpositions, and improvisation. (2 hr. lab)

**MUT 2232 KEYBOARD HARMONY II****1 credit**

(Prerequisite: MUT 2231 or equivalent) This course is a continuation of MUT 2231. (2 hr. lab)

**MUT 2246 EAR TRAINING & SIGHT SINGING III****1 credit**

(Prerequisite: MUT 1242; co-requisite: MUT 2116) This course includes aural dictation and provides a practical approach to sight-singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. (2 hr. lab)

**MUT 2247 EAR TRAINING & SIGHT SINGING IV****1 credit**

(Prerequisite: MUT 2246; co-requisite: MUT 2117) This course is a continuation of MUT 2246. (2 hr. lab)

**MUT 2641 INSTRUMENTAL IMPROVISATION****1 credit**

(Prerequisite: MUT 1001 or permission of instructor) This is a practical laboratory session involving the application of scales, chords, and melody to musical phrasing and expression in the jazz idiom. (2 hr. lab)

**MVK 1111A CLASS INSTRUCTION - PIANO I****1 credit**

This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. (2 hr. lab)

**MVK 1111B CLASS INSTRUCTION - PIANO II****1 credit**

(Prerequisite: MVK 1111A or equivalent) This course is a continuation of MVK 1111A with attention given to intermediate level keyboard literature and developing skills such as reading, technique, harmonization and transposition. (2 hr. lab)

**MVK 2121A CLASS INSTRUCTION - PIANO III****1 credit**

(Prerequisite: MVK 1111B or equivalent) This course is a continuation of MVK 1111B where keyboard skills are further developed. Attention is given to sight reading, technique, harmonizing, improvising and transposing of the intermediate and advanced levels. (2 hr. lab)

**MVK 2121B CLASS INSTRUCTION - PIANO IV****1 credit**

(Prerequisite: MVK 2121A or equivalent) This course is a continuation of MVK 2121A

with special consideration given to preparing the students for the Upper Division Piano Proficiency Examination. (2 hr. lab)

**MVS 1116A CLASS INSTRUCTION - GUITAR I**

1 credit

This course provides class lessons for beginning students. Instruction includes elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments and music reading. Students must furnish their own instruments. (2 hr. lab)

**MVS 1116B CLASS INSTRUCTION - GUITAR II**

1 credit

This course is designed for the student who has an elementary playing facility on the guitar. Instruction is given in playing of chords, scales, arpeggios, solos, sight reading and ensemble playing. Students must furnish their own instruments. (2 hr. lab)

**MVV 1111A CLASS INSTRUCTION - VOICE I**

1 credit

This course includes instruction in tone production, diction, music reading and repertory. Each student is given opportunity for individual aid. (2 hr. lab)

**MVV 1111B CLASS INSTRUCTION - VOICE II**

1 credit

(Prerequisite: MVV 1111A or equivalent) This is a continuation of MVV 1111A. (2 hr. lab)

**MUSIC-APPLIED-PRIVATE INSTRUCTION**

Applied private lessons are for one hour in the Fall and Winter terms and numbered in the 1300 series. Private lessons are for one-half hour in the Spring and Summer terms and numbered in the 1200 series. The letter "R" will be added to the common course number for each applied music course, indicating that the course is repeatable for credit, such as:

**Brasses**

MVB1311	Trumpet
MVB1312	Horn
MVB1313	Trombone
MVB1314	Baritone Horn
MVB1315	Tuba

**Keyboard**

MVK1311	Piano
MVK1313	Organ
MVK1314	Jazz Piano

**Percussion**

MVP1311	Percussion
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**Strings**

MVS1311	Violin
MVS1312	Viola
MVS1313	Cello
MVS1314	String Bass
MVS1315	Harp
MVS1316	Classical Guitar
MVS1317	Bass Guitar
MVS1318	Jazz Guitar

**Voice**

MVV1311	Voice
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**Woodwinds**

MVW1311	Flute
MVW1312	Oboe
MVW1313	Clarinet
MVW1314	Bassoon
MVW1315	Saxophone

**Sophomore Level**

**Brasses**

MVB2321	Trumpet
MVB2322	Horn
MVB2323	Trombone
MVB2324	Baritone Horn
MVB2325	Tuba

**Keyboard**

MVK2321	Piano
MVK2323	Organ
MVK2324	Jazz Piano

**Percussion**

MVP2321	Percussion
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**Strings**

MVS2321	Violin
MVS2322	Viola
MVS2323	Cello
MVS2324	String Bass
MVS2325	Harp
MVS2326	Classical Guitar
MVS2327	Bass Guitar
MVS2328	Jazz Guitar

**Voice**

MVV2321	Voice
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**Woodwinds**

MVW2321	Flute
MVW2322	Oboe
MVW2323	Clarinet
MVW2324	Bassoon
MVW2325	Saxophone

1101) These courses may be taken prior to entering Nursing Process I. If they have not been taken, they must be taken concurrently with Nursing Process I. This course, including the clinical component, introduces the student to medical/surgical nursing with emphasis on care of the patient experiencing the following: (a) surgery; (b) cardiovascular

**NSP 2558 CORONARY CARE NURSING**

6 credits

(Prerequisites: The student must be an LNP, paramedic or RN and have successfully completed a 20- (or more) hour Basic EKG course and have a functional knowledge of rhythm interpretation.) This is a course for graduate nurses and involves the study of pathophysiology and electrocardiography and nursing care of the patient with acute and chronic coronary heart disease. The course meets eight hours a day, five days a week, for four weeks and includes classroom and clinical experience. Resource people are used in areas of specialization. The course is approved by the Florida Heart Association and the student receives a certificate upon successful completion. The student applies for the course by contacting the Heart Association of Palm Beach County. (4 hr. lecture, 6 hr. lab)

**NSP 2770C PERIOPERATIVE NURSING**

6 credits

(Prerequisites: 1) RN licensed in Florida; 2) minimum of 6 months medical/surgical nursing; 3) employed by operating room facility or has agreement with operating room to act as preceptor; 4) current CPR certification; 5) student liability and accident insurance.) The purpose of this course is to prepare registered nurses for beginning level employment as staff nurses in the operating room by acquainting them with basic knowledge and skills of operating room nursing. (4 hr. lecture, 6 hr. lab)

**NUR 1023C NURSING CONCEPTS**

(Fundamentals of Nursing)

8 credits

(Prerequisites: CHM 1015, MGF 1109, APB 1811, APB 1811L, BASIC MEDICAL CPR; co-requisites: APB 1170, APB 1170L, APB 1812, APB 1812L, NUR 2130) This course is an orientation to the field of nursing and includes basic nursing concepts and procedures based on scientific principles. Therapeutic communication techniques are introduced to form a basis for better understanding of the patient as a person, and as a background for further study. Nursing Process is introduced with emphasis on patient assessment and the development of patient care plans. Clinical components include an on-campus lab and a hospital experience where basic skills and concepts are introduced and applied. (3 hr. lecture, 10 hr. lab)

**NUR 1210C NURSING PROCESS I-B**

(Med-Surg.)

7 credits

(Prerequisite: NUR 1023C, CHM 1015, MGF 1109, APB 1170, APB 1170L, APB 1811, APB 1811L, NUR 2130; co-requisites: APB 1812, APB 1812L, HUN 1201, ENC

disorder; (c) respiratory; (d) male/female reproductive disorders; (e) eye/ear disorders; (f) hematologic disorders. (4 hr. lecture, 6 hr. lab)

**NUR 1211C NURSING PROCESS I-A**  
(Chronic Med-Surg.)

7 credits

(Prerequisite: NUR 1023C) This course is designed to give the student an understanding of the problems and needs of clients with chronic illnesses. Emphasis is placed on identifying and meeting these needs utilizing the problem-solving approach. Clinical experiences will be provided in a local hospital, home health agency, and an extended care facility to facilitate application of theory to practice and enable the student to see the role of the nurse in caring for the chronically ill client at various stages of illness/wellness and in different settings. (4 hr. lecture, 6 hr. lab)

**NUR 2000 INTRODUCTION TO PROFESSIONAL NURSING**

1 credit

(Prerequisite: Licensed L.P.N.; co-requisite: This course may be taken upon entering the nursing program at the level of Nursing Process I or Nursing Process II) This course is designed as a transitional course for the practical nurse who is becoming a professional nurse, and encompasses the areas of communication, management, nursing process and role transition. (1 hr. lecture)

**NUR 2130 HUMAN GROWTH AND DEVELOPMENT**

3 credits

This course is designed to introduce the student to the principles and processes of normal growth and development. The student will understand and apply these concepts to specific age groupings, from conception through death. Health care implications and adaptations will be integrated with course content. Biological, psychosocial and societal biopsychosocial forces will be studied in relation to their effects on the range of normal human behaviors. Effective communication techniques will be studied, with emphasis on the use of therapeutic skills. (3 hr. lecture)

**NUR 2140 CRITICAL CARE NURSING**

6 credits

(Prerequisite: Basic EKG course) This course is designed for practicing registered nurses who are interested in developing new skills in the nursing management of critically ill patients. The approach is unique and stresses nursing process and nursing management along with pathophysiology. Emphasis will be placed on anticipatory care planning and problem-solving. Nursing process approaches are presented in a manner

that has proven to be both meaningful, realistic and relevant for nurses. (6 hr. lecture)

**NUR 2141 ONCOLOGY NURSING**

3 credits

(Prerequisite: Participants should currently be caring for patients with cancer and be interested in a comprehensive cancer learning experience.) This course is based on the Oncology Nursing Society's Standards of Care. It will cover disease entities and treatment modalities as they relate to cancer nursing practice. (3 hr. lecture)

**NUR 2214C NURSING PROCESS II-D**

(Acute Med-Surg.)

7 credits

(Prerequisite and co-requisites: NUR 1023, NUR 1210) Building on the prerequisite science and nursing courses, this course is concerned with more acute nursing problems. Clinical experience is planned so that the student will have opportunities to refine certain skills, and will also be expected to utilize past learning as she/he is challenged to increasingly use her/his own initiative in solving problems. The student is increasingly concerned with the multiplicity of interrelated factors in the client's state of health as she/he is taught to plan for client's discharge. (4 hr. lecture, 6 hr. lab)

**NUR 2310C NURSING PROCESS II-C**

(Pediatric Nursing)

7 credits

(Prerequisites: 1) The student must be matriculated in the nursing program or have permission of the program supervisor, and 2) the student must have completed all freshman level course requirements.) This course includes the problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Principles of growth and development are utilized throughout the course. Clinical experience provides opportunity to apply knowledge and skill in the hospital and other local health agencies. (4 hr. lecture, 6 hr. lab)

**NUR 2421C NURSING PROCESS II-B**

(Nursing Care of Childbearing Family)

7 credits

(Prerequisite: NUR 1210C) A family-centered course dealing with all facets of the childbearing phase of the woman's life. Pregnancy, labor and delivery, the postpartum and care of the newborn are included. Emphasis is placed on the normal aspects of the maternity and neonatal cycle, and the prevention of complications during this period. Clinical experiences and observations are available in local hospitals and other health agencies. (4 hr. lecture, 6 hr. lab)

**NUR 2520C NURSING PROCESS II-E**  
(Psychiatric-Mental Health Nursing)

7 credits

(Prerequisites: 1) The student must be matriculated in the nursing program or have permission of the program supervisor, and 2) The student must have completed all freshman-level course requirements.) This course is designed to give the student an understanding of the principles, concepts, and processes of psychiatric nursing. It will enable the student to carry out the nursing process in the psychiatric or community mental health setting. This course includes a thorough study of the various types of behavior which are presented by emotionally ill people as well as the therapeutic approaches and attitudes to be used by the nurse. The current treatment modalities are reviewed with emphasis on the use of nursing process. Legal considerations and the spectrum of community resources available for the prevention, identification, treatment, and rehabilitation of the emotionally ill patient are stressed. An additional goal of the course is the development of increased self-awareness and personal growth on the part of the student. Clinical experiences provide opportunities for application of nursing process in a hospital and/or mental health setting. (4 hr. lecture, 6 hr. lab)

**OCE 1001 INTRODUCTION TO OCEANOGRAPHY**

3 credits

This course is designed to acquaint the student with the fundamental chemical, biological, physical and geological characteristics of the world ocean system. Special emphasis is placed on Florida and its unique relationship with its surrounding marine environment. (3 hr. lecture)

**ORH 1010 INTRODUCTION TO HORTICULTURE**

3 credits

This course involves a study of the science and practices underlying the occupations in ornamental horticulture. The course stresses plant classification, structure, growth, nutrition and propagation, as well as a broad review of horticultural applications. The course is designed for the beginning student with little or no knowledge of horticultural practices. A basic understanding of scientific principles will be helpful in meeting course objectives. (3 hr. lecture)

**ORH 1510 ORNAMENTAL PLANT IDENTIFICATION I**

3 credits

This is a course in the classification and identification of plants based on comparative plant anatomy, cultural differences, and landscape application or use. Trees, shrubs,

palms, grasses and vines will be covered with in-depth discussion on a selected list of over 120 species. (3 hr. lecture)

#### **ORH 1511 ORNAMENTAL PLANT IDENTIFICATION II**

**3 credits**

This is a course in the classification and identification of South Florida plants based on comparative plant morphology, culture and landscape application. Trees, shrubs and palms will be covered with in-depth discussion on a selected list of over 120 species. (3 hr. lecture)

#### **ORH 1842 LANDSCAPE INSTALLATION AND MAINTENANCE**

**3 credits**

This is a core course of the Ornamental Horticulture Technology program. It provides basic skills in implementing landscape designs and practices, including site preparation, tree, shrub, ground cover and sod installation and fertilization. Landscape maintenance practices including irrigation, fertilization, pruning, weed control, mowing, and disease and insect control will be included. Landscape business management principles will be studied. (3 hr. lecture)

#### **ORH 2220 TURFGRASS MANAGEMENT**

**3 credits**

This course is structured to give students a working knowledge of the management requirements of warm-season turfgrasses used in the southern United States. Establishment, renovation, adaptation, culture, fertilization, diagnostics, insect and disease control and proper irrigation practices will be covered. (3 hr. lecture)

#### **ORH 2251 PRINCIPLES OF NURSERY OPERATION AND MANAGEMENT**

**3 credits**

This course is designed to acquaint students with nursery operations emphasizing business management, facilities planning and cultural practices. (3 hr. lecture)

#### **ORH 2412C PLANT PHYSIOLOGY**

**4 credits**

This is a survey of the general physiological processes and responses of vascular plants to the environment, with emphasis on water relations, nutrition, photosynthesis, respiration and growth processes. (3 hr. lecture, 2 hr. lab)

#### **ORH 2514 NATIVE PLANT IDENTIFICATION**

**3 credits**

This is a course in the classification and identification of native South Florida plants based on comparative plant morphology, culture, and landscape application. Trees, shrubs and palms will be covered with in-depth discussion on a selected list of over 120

native species. Plant Identification I or II are not prerequisites for the course. (3 hr. lecture)

#### **ORH 2831 LANDSCAPE DESIGN AND IMPLEMENTATION**

**3 credits**

This course involves principles of landscape design, theory and practice. Students will be given a basic understanding of the landscape design process, including site survey analysis, design plan preparation, cost budgeting, and presentation. (3 hr. lecture)

#### **ORH 2873 INTERIORSCAPE DESIGN AND MAINTENANCE**

**3 credits**

This course is designed to provide the student with an overview of interiorscape design principles and maintenance. Course content includes foliage plant identification and selection, site analysis, design layout, installation, maintenance fertilization and contracting. (3 hr. lecture)

#### **ORH 2949 WORK EXPERIENCE**

**4 credits**

(Pre- or co-requisite: Any horticultural core course) Four work-experience credits may be taken towards the A.S. degree. The course requires a minimum of 15 hours of employment per week in a horticulture-related job. Student, supervisor and school coordinator develop learning objectives toward which students strive. A daily log and written reports describing the activities of the firm substantiate his/her progress toward the objectives. There are two class meetings. Student's job-site represents the learning laboratory. Personal conferences are held to discuss progress and resolve problems encountered in the work situation. (1 hr. lecture, 15 hr. lab)

#### **ORI 2000 ORAL INTERPRETATION OF LITERATURE**

**3 credits**

This course emphasizes the basic principles of oral interpretation as applied to the interpretation of prose, drama and poetry. Primarily, it strives to teach the art of communicating to an audience the works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater, as well as individual interpretation, is studied. Recitals to which other students and guests may be invited, are an important part of this course. (3 hr. lecture)

#### **OST 1100 BEGINNING TYPEWRITING**

**3 credits**

This course will cover the keyboard, vertical and horizontal centering, memoranda, personal and business letters, envelopes,

tabulation, outlines, reports, and manuscripts with footnotes and endnotes. (1 hr. lecture, 4 hr. lab)

#### **OST 1110 INTERMEDIATE TYPEWRITING**

**3 credits**

(Prerequisite: OST 1100) This course covers business letters with special features, interoffice memos, agendas, news releases, minutes, reports, letters of application, resumes, tabulation, and financial statements. (1 hr. lecture, 4 hr. lab)

#### **OST 1141 KEYBOARDING FOR MICROCOMPUTER**

**1 credit**

This is a course designed to teach "touch" level skills for alphanumeric keys with appropriate control. A minimum of 21 words a minute is required. (1 hr. lecture)

#### **OST 1211 BEGINNING SHORTHAND**

**3 credits**

(Co- or prerequisite: OST 1100 or the successful completion of a previous typing course). Basic principles of Gregg Shorthand Theory and Practice are offered. A dictation skill of 50 to 70 words a minute is developed. (1 hr. lecture, 4 hr. lab)

#### **OST 1217 SHORTHAND SPEED BUILDING**

**1 credit**

This course is designed for those who have basic stenographic training or skills and who need to increase their speed to achieve personal, professional or occupational goals. (1 hr. lecture)

#### **OST 1272 DICTATION AND TRANSCRIPTION**

**3 credits**

(Prerequisites: OST 1211 or equivalent and OST 1110 or equivalent) This course is a continuation of OST 1211. A dictation skill of 70 to 100 words a minute is developed on new matter dictation. Transcription for mailability is emphasized. (2 hr. lecture, 2 hr. lab)

#### **OST 1811 INTRODUCTION TO DESKTOP PUBLISHING**

**1 credit**

This course is a short introduction to desktop publishing, using the popular First Publisher software package. First Publisher is designed and marketed for the publisher of newsletters, advertising fliers and other brief short-run publications. Publications will make use of basic design to include symmetrical, asymmetrical, bordered and grid design. Text and graphics will be combined using color reversals, rotated and contoured text, along with graphic fonts. Those students desiring more extensive training should take the three-semester hour course, Ventura DeskTop Publishing. (1 hr. lecture)

**OST 1812 DESKTOP PUBLISHING USING WORDPERFECT****1 credit**

(Prerequisite and/or co-requisite: OST 2712) This course will teach the skills necessary for creating attractive printed materials, quickly and inexpensively, to students already familiar with word processing fundamentals. Basic graphic design fundamentals using various type fonts, graphic techniques and page layout, will be taught through the medium of WordPerfect. (1 hr. lecture)

**OST 1821 VENTURA DESKTOP PUBLISHING****3 credits**

Desktop Publishing uses personal computers to produce typeset quality text and graphic images. In this course, the student, using VENTURA, a leading desktop publishing package, learns to apply graphic art technique to a wide range of publications. (2 hr. lecture, 2 hr. lab)

**OST 2331 BUSINESS CORRESPONDENCE****1 credit**

The purpose of this course is to study correspondence in the business office. Emphasis will be given to format, routine letters and interoffice memoranda. (1 hr. lecture)

**OST 2335 BUSINESS COMMUNICATIONS****4 credits**

(Prerequisites: ENC 1101; Beginning Typewriting or Keyboarding) The purpose of this course is to study the correspondence of the business office. Much time will be spent in composing and analyzing various kinds of business letters and business reports. It is an intensive review of sentence structure, punctuation, capitalization, and expression of numbers. (4 hr. lecture)

**OST 2339 BUSINESS ENGLISH REVIEW****1 credit**

This is a course designed to provide a quick review of grammar and punctuation fundamentals pertinent to business writing. (1 hr. lecture)

**OST 2402 OFFICE PROCEDURES AND RECORDS MANAGEMENT****4 credits**

(Co- or prerequisites: OST 1110 and OST 2335) This course is designed for students who aspire to professional status as a secretary. It covers a wide range of office activities and provides training through simulated office situations. This course should be taken in a student's final semester. (4 hr. lecture)

**OST 2501 WORD-PROCESSING MANAGEMENT****3 credits**

This course is designed for students who plan to work as word-processing supervisors. Emphasis is placed on the integration of sub-systems as information is processed, repro-

duced, stored, and distributed. Emphasis is also placed on the development of feasibility studies, selecting equipment, controlling and managing a word-processing environment. (3 hr. lecture)

**OST 2601 MACHINE TRANSCRIPTION I****3 credits**

(Co- or prerequisite: OST 1110) This course is designed to develop the student's proficiency in transcribing pre-dictated material into mailable copy. (2 hr. lecture, 2 hr. lab)

**OST 2602 MACHINE TRANSCRIPTION II****3 credits**

(Prerequisite: OST 2601 and OST 1110) The student will perfect the transcription skills acquired in Machine Transcription I. Emphasis will be placed on transcription speed and accuracy. (2 hr. lecture, 2 hr. lab)

**OST 2711 WORDPERFECT I****3 credits**

(Prerequisite: Beginning typewriting, keyboarding, or the ability to touch-type at 34 words a minute) Students will gain proficiency in retrieving and editing documents using page and line formats, printing text using a variety of methods, applying print attributes, using the features of block move, copying and deleting text, search and replace, headers and footers, tables and graphics. (2 hr. lecture, 2 hr. lab)

**OST 2712 WORDPERFECT II****3 credits**

(Prerequisite: OST 2711 or pass the WordPerfect I Exemption Test) Students will develop skill merging documents at the screen and at the keyboard using input variables, defining and editing macros and styles, creating and editing newspaper and parallel columns, creating and generating an index, table of contents, and table of authorities, sorting and selecting records, and creating publications in various topographic settings with Desktop Publishing features. (2 hr. lecture, 2 hr. lab)

**OST 2741 INTRODUCTION TO WORD PROCESSING****1 credit**

This course is a short introduction to word processing using Microsoft Word. Basic editing commands will be presented and emphasis will be placed on gaining proficiency in revising, storing, retrieving, and printing. Students who desire a more intensive course should take the three-semester hour course, WordPerfect. (1 hr. lecture)

**OTH 1001 INTRODUCTION TO OCCUPATIONAL THERAPY****3 credits**

This course introduces the student to the field of occupational therapy; the history,

philosophy and underlying concepts of the profession. It also includes an introduction to basic medical terminology. The student will practice reporting skills and will become familiar with professional publications. Special attention will be given to the responsibilities of service delivery in a variety of settings. (3 hr. lecture)

**OTH 1014L KINESIOLOGY FOR OCCUPATIONAL THERAPY****1 credit**

(Prerequisites: APB 1811, APB 1811L) This course will include a detailed analysis of human joint motion, as well as practical applications for practice in a variety of settings. It includes a review of human skeletal and muscular anatomy with introduction to measuring joint range of motion and manual muscle testing. (2 hr. lab)

**OTH 1121C THERAPEUTIC MEDIA**

(For OTA only)

**2 credits**

This course provides opportunities for the student to acquire competence in the area of: skilled performance of minor craft and verbal group activities, instruction of individuals and groups with emphasis on crafts, ordering of equipment and materials, and design and maintenance of activity files. Learning will be experiential, with demonstrations by the instructor involving student participation, student-instructed demonstrations and independent study projects, (1 hr. lecture, 2 hr. lab)

**OTH 1300C PSYCHIATRIC OCCUPATIONAL THERAPY****3 credits**

(Prerequisites: OTH 1001, OTH 1800, PSY 2012) This course provides the student with an understanding of occupational therapy as an evaluative and treatment process for mental illness. Material covered includes: Review of mental health, abnormal psychology, past and current trends in service delivery. The student is introduced to various models of treatment; the dyadic relationship and the group phenomena. In OTA weekly labs, the student is given the opportunity to experience and practice various group dynamics techniques. (2 hr. lecture, 2 hr. lab)

**OTH 1520C PEDIATRIC OCCUPATIONAL THERAPY****3 credits**

(Prerequisites: DEP 2102, OTH 1800) The student will be introduced to the issues and concepts of OT in a pediatric setting with special emphasis upon the role of a COTA in a school setting. Areas of study will include developmental stages, developmental tasks, the role of play in a child's world, needs of exceptional children, sensory integration, the role of OT in pediatrics (tools of the profes-

sion) and identifying OT goals of treatment. Weekly experiences in pediatric facilities will be coordinated with class work. (2 hr. lecture, 2 hr. lab)

#### **OTH 1800 OCCUPATIONAL THERAPY PRACTICUM I**

**2 credits**

(Co-requisite: OTH 1001) This course provides weekly field trips to local occupational therapy departments and two months' experience as a volunteer in nursing home activity programs and preschool programs for mentally retarded children, as well as several assignments of observation of acute-care treatment being provided by registered occupational therapists. Weekly lectures provide information on adult growth and development, gerontology and the role of the COTA in activity programs. (1 hr. lecture, 3 hr. lab)

#### **OTH 1802 OCCUPATIONAL THERAPY PRACTICUM II**

**1 credit**

(Prerequisite: OTH 1300C; Co-requisite: OTH 1520C) This course is presented in two segments. First the student will work as a volunteer with two different diagnostic groups. During the work experience (arranged individually by the student and work supervisor), the student will gain experience in patient contact, professionalism, and observation/reporting skills. The other segment requires classroom reporting of the experience. (3 hr. lab)

#### **OTH 2100C OCCUPATIONAL THERAPY ACTIVITIES LAB**

**3 credits**

(Co-requisite: OTH 2420; Prerequisites: OTH 1001, OTH 1800) This course provides instruction in activities of daily living for the disabled, introduction to splinting and bracing with emphasis on purpose, proper application and daily care, development and use of forms and records, a brief review of muscle testing, measuring joint range of motion, acquisition and use of equipment and materials, care of supplies and analysis of activities for use in rehabilitation. (1 hr. lecture, 4 hr. lab)

#### **PCB 2063 GENETICS**

**3 credits**

(Prerequisite: BSC 1010) This is a study of the effects of heredity unities in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. (3 hr. lecture)

#### **PCB 2063L EXPERIMENTS IN GENETICS**

**1 credit**

(Co- or prerequisite: PCB 2063) This course consists of experimental determination of various genetic ratios mainly by the computer simulation, techniques and instruction. (2 hr. lab)

#### **GENERAL PHYSICAL EDUCATION**

##### **PEL 1011 TEAM ACTIVITIES**

**1 credit**

Provision is made in this course for a general review of a variety of team activities. Skills, strategy, and application of the rules of soccer, speedball and gatorball will be included with flagfootball and softball reviewed, when in season. (2 hr. lab)

##### **PEL 1211 SOFTBALL**

**1 credit**

This course includes skills, strategy, and application of rules for softball with opportunity given for development of officiating techniques. (2 hr. lab)

##### **PEL 1321 VOLLEYBALL**

**1 credit**

This course introduces the student to the various skills and fundamental techniques of volleyball. (2 hr. lab)

##### **PEL 1346 BADMINTON**

**1 credit**

This course offers instruction in basic skills and fundamentals with practice in singles and doubles. (2 hr. lab)

##### **PEL 1441 RACQUETBALL**

**1 credit**

This course is designed to provide the student with basic skills, technique, knowledge, strategy, and application of rules in racquetball. (2 hr. lab)

##### **PEL 1621 BASKETBALL**

**1 credit**

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usages. (2 hr. lab)

##### **PEL 2041 RECREATIONAL GAMES**

**1 credit**

This course offers activities of a recreational nature with emphasis on participation in table tennis, deck tennis, frisbee, and other activities subject to staff approval. (2 hr. lab)

##### **PEL 2111 BOWLING**

**1 credit**

This course includes the theory, the application and the practice of basic skills in bowling. (2 hr. lab) (See Fee Schedule)

##### **PEL 2121 GOLF**

**1 credit**

This class is designed to offer instruction

in the fundamental skills and the application of the rules of golf. (2 hr. lab)

##### **PEL 2122 INTERMEDIATE GOLF**

**1 credit**

(Prerequisite/co-requisite: PEL 2121 or permission of the instructor) This course is designed to teach students how to analyze their round on the golf course and how to use this information to improve their golf game. (2 hr. lab)

##### **PEL 2141 ARCHERY**

**1 credit**

This course is designed to provide the student with basic skills, techniques and knowledge in archery. (2 hr. lab)

##### **PEL 2341 BEGINNING TENNIS**

**1 credit**

This course is designed to provide the student with basic skills, techniques, fundamentals, strategy and application of rules in tennis. (Students furnish own racquets) (2 hr. lab)

##### **PEL 2342 INTERMEDIATE TENNIS**

**1 credit**

(Prerequisite: PEL 2341 or consent of instructor) This course is designed for the more advanced tennis student to pursue application of tennis skills by a combination of learning analyses, strategies and progressions of skills development. (2 hr. lab)

##### **PEM 1104 PHYSICAL FITNESS I**

**1 credit**

This course introduces the student to the concept of fitness for living. Each student shall have the opportunity to evaluate one's self and engage in a planned program for fitness. (2 hr. lab)

##### **PEM 1146 JOGGING**

**1 credits**

This course is for the purpose of giving the student some practical guidelines to becoming a jogger with each individual starting on his/her own program. (2 hr. lab)

##### **PEM 1152 PHYSICAL FITNESS II**

**1 credit**

(Prerequisite: PEM 1104) This course is designed to acquaint the student with the six aspects of skill-related fitness. It will include activities for the development of balance, agility, coordination, speed, power and reaction time. (2 hr. lab)

##### **PEM 1171 AEROBIC DANCE**

**1 credit**

A basic course in the rhythmic movement of the large muscles, designed to enhance the muscle tone and flexibility of the body. (2 hr. lab)

##### **PEM 1201 GYMNASTICS**

**1 credit**

This course is designed to develop elementary skills and acquire safety procedures.

**OTH 2410 INTRODUCTION TO HUMAN DISEASE****3 credits**

(Prerequisites: OTH 1001, OTH 1800, APB 1811, and APB 1811L) This course will familiarize the student with the etiology, diagnosis, detection, medical management and prognosis of the traumatic, chronic and degenerative conditions commonly treated in physical medicine and rehabilitation. (3 hr. lecture)

**OTH 2420 OCCUPATIONAL THERAPY FOR THE PHYSICALLY DISABLED****3 credits**

(Prerequisites: OTH 1001, OTH 1800, OTH 2410, OTH 1121, DEP 2102) This course covers the occupational therapy treatment methods for the general medical, chronic degenerative and traumatic conditions commonly seen in occupational therapy clinics. The student will also have the opportunity to plan and carry out a professional oral report. (3 hr. lecture)

**OTH 2840 SUPERVISED CLINICAL PRACTICE I****5 credits**

(Prerequisites: All OTH courses plus HSC 1400) This course requires full-time field work for eight weeks for 30 hours/week in an OT treatment program. The student gains clinical experience working with patients under the supervision of a Registered Occupational Therapist. The student adheres to all the policies and regulations of the clinic. (15 hr. lab)

**OTH 2841 SUPERVISED CLINICAL PRACTICE II****5 credits**

(Prerequisite: OTH 2840 plus HSC 1400) This course requires full-time field work for eight weeks for 30 hours/week in an OT treatment program with a diagnostic group other than that chosen for OTH 2840. (15 hr. lab)

**OTH 2933 SEMINAR FOR CLINICAL PRACTICE****1 credit**

(Co-requisite: OTH 2840, OTH 2841) This course meets in a half-day seminar for four sessions, in conjunction with OTH 2840 and OTH 2841. The purpose of the seminar is to receive assignment information, to give professional case study reports (one per assignment), and to complete necessary preparation for the National Certification Examination. The student will also independently arrange two field trips during nonassigned clinic time. (1 hr. lecture)

Opportunity is provided for learning basic skills in tumbling, free exercise, balance beam, parallel bars and trampoline. (2hr. lab)

**PEM 1376 BACKPACKING****1 credit**

This course is designed to provide the student with the skills and knowledge that are peculiar to backpacking. (1 hr. lecture, 1 hr. lab)

**PEM 2405 SELF-DEFENSE****1 credit**

This course is designed to develop self-confidence and abilities for self-defense in the event of an attack upon the person. Skills developed in use of personal means of defense includes instruction in crime prevention by safeguarding person and property through awareness. (2 hr. lab)

**PEN 1231 SAILING I****1 credit**

The purpose of this course is to provide a basic understanding of sailing, sail boats, sailing skills and water safety. (2 hr. lab)

**PEN 1232 CATAMARAN SAILING****1 credit**

This course offers hands-on experience in sailing Hobie Catamarans. It includes sailing terminology, sailing safety provides opportunity to develop sailing skills. (2 hr. lab)

**PEN 1241 WINDSURFING****1 credit**

This course offers hands-on experience in board sailing/windsurfing. The course includes sailing terminology, sailing safety and provides an opportunity to develop board sailing skills. (2 hr. lab)

**PEN 2113 LIFESAVING****1 credit**

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Lifesaving Certificate. (2 hr. lab) (See Fee Schedule)

**PEN 2122 SWIMMING AND DIVING****1 credit**

This course is designed to provide the student with the opportunity to learn the elements of good swimming, diving, and water safety skills beyond the beginner and advanced beginner level. (2 hr. (See Fee Schedule))

**PEN 2136 SCUBA DIVING****1 credit**

This course is designed to provide the student with the knowledge and skills required for scuba diving. Certification cards will be issued upon successful completion of the course. (2 hr. lab)

**PEN 2137 ADVANCED SCUBA****1 credit**

(Prerequisites: PEN 2136, PADI Scuba Diver Certification or equivalent) This course is designed to provide the certified

scuba student with the knowledge and skills required for advanced scuba diving. Advanced Scuba Diver certification will be issued upon successful completion of the course. (2 hr. lab)

**PEN 2251 CANOEING****1 credit**

This course will provide the opportunity for students to acquire the knowledge and necessary skills to be able to safely navigate a canoe. (2 hr. lab)

**PRE-PROFESSIONAL PHYSICAL EDUCATION**

NOTE: Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for non-P.E. majors.

**PEO 1031 INDIVIDUAL SPORTS****3 credits**

(Prerequisite: The student must be a declared major in physical education.) This course includes bowling, archery and golf. It is designed to provide the prospective physical education major with the basic fundamental strategies and skill progressions in archery, bowling and golf. (2 hr. lecture, 2 hr. lab)

**PEO 1323 VOLLEYBALL; FUNDAMENTALS AND OFFICIATING****3 credits**

This course is for the prospective physical education teacher and is designed to give the student knowledge and skills in playing and officiating volleyball. (2 hr. lecture, 2 hr. lab)

**PEO 1510 FUNDAMENTALS OF SOCCER****2 credits**

This course is for the prospective physical education teacher. It is designed to provide the student with the basic skills, strategies and progressions in soccer. (1 hr. lecture, 2 hr. lab)

**PEO 2013 OFFICIATING TECHNIQUES FOR TEAM SPORTS****2 credits**

This course is designed to teach the theory of officiating selected team sports (football, soccer, baseball/softball, and volleyball). (2 hr. lecture)

**PEO 2033 OFFICIATING TECHNIQUES FOR INDIVIDUAL SPORTS****2 credits**

This course is designed to teach the theory of officiating selected individual sports (badminton, tennis, track and field, and swimming). (2 hr. lecture)

**PEO 2351 FUNDAMENTALS OF RACQUET SPORTS****3 credits**

This course is for the prospective physical education teacher and is designed to give the student knowledge and skills in tennis, rac-

quetball, and badminton. (2 hr. lecture, 2 hr. lab)

**PEO 2623 FUNDAMENTALS OF BASKETBALL**

**2 credits**

This course is for the prospective physical education teacher. It is designed to give the student knowledge and skills in basketball. (1 hr. lecture, 2 hr. lab)

**PEO 2940 SPORT SPECIFIC OFFICIATING PRACTICUM**

**1 credit**

(Prerequisites: PEO 2013, PEO 2033) A single sport is designated for developing expertise in officiating. Prerequisite is Officiating Techniques for Team Sports or Officiating Techniques for Individual Sports. This sport-specific course may be repeated as long as the sport is different. (2 hr. lab)

**PEP 1201 FUNDAMENTALS OF STUNTS, TUMBLING, AND GYMNASTICS**

**3 credits**

This course is for the prospective physical education teacher. It is designed to give the student self-confidence, knowledge and skills in acrobatic stunts, tumbling and gymnastics. (2 hr. lecture, 2 hr. lab)

**PEP 2101 ESSENTIALS OF FITNESS**

**3 credits**

This course is for the prospective physical education teacher and is designed to give a fundamental knowledge of physical fitness, fitness evaluation, and program planning. Each student will be required to learn the basic techniques of, and be certified in, CPR. (3 hr. lecture)

**PEQ 2115 WATER SAFETY INSTRUCTOR**

**1 credit**

(Prerequisite: PEN 2113) This course provides the individual with a strong teaching knowledge of basic strokes of swimming, life-saving theory and techniques of rescue, safe, basic small-craft skills and to train the individual to stress safe practices in any aquatic activity. Successful completion certifies the student to become an American National Red Cross Water Safety Instructor. (2 hr. lab)

**PET 2000 INTRODUCTION TO PHYSICAL EDUCATION**

**3 credits**

This course is for the prospective physical education teacher and is an introduction to physical education and related areas, includ-

ing program, training and professional opportunities. (3 hr. lecture)

**PGY 1101C INTRODUCTION TO PHOTOGRAPHY \***

**3 credits**

This is an introduction to black and white photography. The camera's construction and operation is explained. Emphasis is on printing and darkroom procedures. (2 hr. lecture, 2 hr. lab)

**PGY 1105C ZONE SYSTEM**

**2 credits**

(Prerequisite: PGY 1101C or equivalent) Film densities and relationships to exposures and developments are explored. The concept of visualization of photographs is discussed. (3 hr. lecture)

**PGY 1110C COLOR PRINTING-I**

**3 credits**

(Prerequisite: ART 1201C; PGY 1101C or proof of capability in darkroom) This course is completed by the use of the additive system of exposure. A detailed instruction on how to mix and use color chemistry is given, along with color theory. (2 hr. lecture, 2 hr. lab)

**PGY 1111C COLOR PRINTING II**

**3 credits**

(Prerequisite: PGY 1110C) This course is continued from Color Printing I, using the additive system of exposure. The study of color-balance with color-measurement in lab assignments is covered. (2 hr. lecture, 2 hr. lab)

**PGY 1265 PHOTO MATERIALS AND PROCESSES I**

**2 credits**

(Prerequisite: PGY 1101C) This course covers the basics in sensitometry and densitometry. Film sensitivity and measurement of density in relationship to development are studied. (2 hr. lecture)

**PGY 1266 PHOTO MATERIALS AND PROCESSES II**

**2 credits**

(Prerequisite: PGY 1265) This section of Photo Materials and Processes is involved in the basics of photo chemistry and the applications of it. This is an aid in gaining control of the photo medium. (2 hr. lecture)

**PGY 2109C FINE PRINT**

**2 credits**

(Prerequisite: PGY 1101C and PGY 1105C) This is a comprehensive course on how to make a photographic print and obtain the desired qualities a photographer would

want in a picture. Methods of stabilizing the print are covered. (3 hr. lecture)

**PGY 2116C DYE-TRANSFER PHOTOGRAPHY**

**3 credits**

(Prerequisites: ART 1201C, ART 1300C and PGY 1101C) An introductory course in the making of photographic color prints by transferring dyes from matrices to mordant coated paper. Students learn darkroom techniques of color filtering, density control and color balance. There will be a study of dye transfer as it relates to commercial photography and photography as a fine art. (2 hr. lecture, 2 hr. lab)

**PGY 2221C TECHNIQUES OF COMMERCIAL PHOTOGRAPHY \***  
(May be repeated one time)

**3 credits**

(Prerequisites: ART 1201C, ART 1300C and PGY 1101C) A continuation of PGY 2440C, this course will emphasize portrait, product, and experimental photography while continuing the photography major's personal approach to his work. (2 hr. lecture, 2 hr. lab)

**PGY 2440C EXPERIMENTAL PHOTOGRAPHY \***

**3 credits**

(May be repeated one time)

(Prerequisites: ART 1201C, ART 1300C and PGY 1101C) This is a course designed for the art of photography. It explores the visual elements and principles of design in a photographic way. Emphasis is placed on image and content. Concepts, various light-sensitive materials and technical aspects are explored. (2 hr. lecture, 2 hr. lab)

**PHI 1000 INTRODUCTION TO PHILOSOPHY**

**3 credits**

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and sociopolitical development. (3 hr. lecture)

**PHI 1100 THE ART OF THINKING**

**3 credits**

This course is designed to introduce the student to the essentials of logic and to develop the student's understanding of subjective factors that influence human thinking, with the aim of developing reasoning skills and the ability to apply effective thinking to

\* Students in all photography courses will be required to furnish film, film developer, photograph paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVERRIDE SYSTEM.)

the solution of problems and the making of decisions. (3 hr. lecture)

#### PHI 1600 ETHICS

3 credits

This course involves a rigorous and systematic inquiry into man's moral behavior with the purpose of discovering the rules that ought to govern human action and goals that are worth seeking in human life, using ethics as a science of conduct. (3 hr. lecture)

#### PHY 1001 APPLIED PHYSICS

3 credits

(Prerequisite: MAC 1102; co-requisite: MAC 1114) This is a concentrated, one-semester, applied-physics course. It includes the essential physical principles necessary for engineering, medical, and other technician personnel to apply to their increasingly complex support functions. An overview of basic physics concepts are presented with minimum emphasis on mathematics. The student will receive a foundation of knowledge in physical mechanics, electricity and magnetism, and optics. This will enable him/her to better understand and perform assigned tasks and duties involving devices, instruments, and systems in which these principles are utilized. PHY 2048L is an optional, one-credit-hour lab, which may be taken concurrently or after course completion. (3 hr. lecture)

#### PHY 1007 PHYSICS FOR ALLIED HEALTH PROFESSIONS

3 credits

(Prerequisite: MAT 1033 Intermediate Algebra or MAC 1102 Algebra for College Students) This is a one semester course in applied physics for students majoring in the allied health fields. The course will cover the topics of technical math calculations, units of measurements, mechanics, heat, fluid and gas laws, atomic structure and nuclear physics, electromagnetism, light, and sound. (3 hr. lecture)

#### PHY 2048 GENERAL PHYSICS WITH CALCULUS I

4 credits

(Co-requisite: MAC 2311 and PHY 2048L) This is the first part of a two-term sequence in general physics for students with an above-average mathematical background. It is designed for students in engineering and science. Topics included are: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat, transfer, change of phase, thermal behavior of gases and thermodynamics. (4 hr. lecture)

#### PHY 2048L GENERAL PHYSICS I AND

#### GENERAL PHYSICS WITH CALCULUS I LABORATORY

1 credit

This is the laboratory portion of the course, PHY 2053 and PHY 2048. It introduces the student to basic ideas of measurement, fundamentals of the analysis of experimental data and laboratory methods. (2 hr. lab)

#### PHY 2049 GENERAL PHYSICS WITH CALCULUS II

4 credits

(Prerequisite: PHY 2048; co-requisite: MAC 2312 and PHY 2049L) This is the second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction and polarization. (4 hr. lecture)

#### PHY 2049L GENERAL PHYSICS II AND GENERAL PHYSICS WITH CALCULUS II LABORATORY

1 credit

This is the laboratory portion of the courses PHY 2054 and 2049. It is designed to illustrate various phenomena discussed in the lectures. (2 hr. lab)

#### PHY 2053 GENERAL PHYSICS I

4 credits

(Prerequisite: MAC 1102; co-requisite: PHY 2048L) This course is designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. This is the initial part of a two-term sequence and must be taken before PHY 2054. Topics included are: vector quantities, Newton's Laws, mechanical equilibrium, translation and rotation motion, energy and work, heat and thermal concepts. The laws of physics are presented with particular attention to environmental applications and daily experiences. (4 hr. lecture)

#### PHY 2054 GENERAL PHYSICS II

4 credits

(Prerequisites: PHY 2053 and PHY 2048L; co-requisite: PHY 2049L) This is the second term of the general physics sequence. Topics studied are: electrostatics, electric current, magnetism, optics, light, optical instruments, atomic and nuclear physics. (4 hr. lecture)

#### PLA 1003 INTRODUCTION TO LEGAL TECHNOLOGY

3 credits

This introductory course is designed to provide an overview of the training and purpose of legal assistants. It will examine the role of the lawyer and legal assistant in modern society, the ethical and professional prac-

tice standards applicable to both lawyer and assistant, and surveys the various fields of law that will be covered by the student during the program. (3 hr. lecture)

#### PLA 1004 LEGAL WRITING AND RESEARCH I

3 credits

(Prerequisite: PLA 1003 and PLA 2223) This course will provide the student with information on how to write civil and criminal legal memoranda and briefs to assist supervisor and attorneys in both trial and appellate work. It also provides the student with an in-depth examination of the law library and the process of legal research. (3 hr. lecture)

#### PLA 1203 PREPARING NEGLIGENCE CASES

3 credits

(Prerequisite: PLA 1004) This is a study of the basic law relating to civil wrong as applied to personal and property damage. Topics studied include intentional interference with contractual relations, abuse of process, torts in the family, civil conspiracy and immunities. (3 hr. lecture)

#### PLA 1949 CO-OP; LEGAL ASSISTANT I

3 credits

(Prerequisite: Completion of all courses outlined in Legal Assistant first-year curriculum) This coordinated work-study program reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experiences in the student's chosen career. The student and the teacher-coordinator determine the objective for the on-the-job legal assistant assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. (1 hr. lecture, 10 hr. lab)

#### PLA 2114 LEGAL WRITING AND RESEARCH II

3 credits

(Prerequisite: PLA 1004) This is an advanced course in civil and criminal legal writing and research. (3 hr. lecture)

#### PLA 2223 COURT SYSTEM; PROCEDURES AND PLEADINGS I

3 credits

(Co-or prerequisite: PLA 1003) A course designed to familiarize the student with the structure of both our state and federal judicial system and their jurisdiction, and to introduce the student to the basic judicial process and its procedural aspects, including an introduction to State and Federal Rules of Courts. (3 hr. lecture)

#### PLA 2233 COURT SYSTEM; PROCEDURES AND PLEADINGS II

3 credits

(Co- or Prerequisite: PLA 2223) A course

designed to familiarize the student with the basics of civil and criminal causes of action through practical exercises in the proper drafting and use of the basic pleading forms used in State and Federal courts. (3 hr. lecture)

**PLA 2483 ADMINISTRATIVE LAW**

3 credits

(Prerequisite: PLA 1004) A broad survey course which seeks to identify and describe the numerous areas of government; i.e., both state and federal regulations of businesses and their activities, and in conjunction therewith to demonstrate the mechanics of government regulations and administrative procedures with respect thereto. (3 hr. lecture)

**PLA 2504 REAL ESTATE LAW AND PROPERTY TRANSACTIONS I**

3 credits

(Co- or prerequisite: PLA 1004) This course provides a survey of the more common types of real estate transactions and conveyances, such as deeds, contracts, leases, etc., and the problems encountered in drafting these and related documents. (3 hr. lecture)

**PLA 2513 REAL ESTATE LAW AND PROPERTY TRANSACTIONS II**

3 credits

(Prerequisite: PLA 1004 and PLA 2504) This is an advanced course in Real Estate Law and Property Transactions. Students must have completed Real Estate Law and Property Transactions I. (3 hr. lecture)

**PLA 2603 ADMINISTRATION OF ESTATES I**

3 credits

(Prerequisite: PLA 1004) This course presents a survey of estate planning and administration, including the preparation of wills, trust, probate forms and guardianship procedures. (3 hr. lecture)

**PLA 2763 LAW OFFICE MANAGEMENT**

3 credits

(Prerequisite: PLA 1004) This course is designed to acquaint the student with fundamentals of management in general and application to the law office, including a study of office equipment utilized in a law office, word-processing system, filing system, library management, accounting and billing procedures. (3 hr. lecture)

**PLA 2803 FAMILY LAW**

3 credits

(Prerequisite: PLA 1004) This course is the study of such topics as divorce, separa-

tion, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements and property disposition. (3 hr. lecture)

**PLA 2949 CO-OP; LEGAL ASSISTANT II**

3 credits

(Prerequisite: PLA 1949) This course is a continuation of PLA 1949. (1 hr. lecture, 10 hr. lab)

**PLS 2220 PLANT PROPAGATION**

3 credits

Modern techniques of sexual and asexual propagation are surveyed and demonstrated in lecture and lab. Methods include seed germination, grafting, cuttage and micro-propagation. Biochemical processes involved with successful propagation techniques will be studied. (3 hr. lecture)

**PMA 2213 PLANT PEST CONTROL**

3 credits

This course is designed to give students a basic understanding of plant pests and their effective control. A survey of important insect, fungal, bacterial and viral plant problems that affect ornamental plants will be covered. An extensive pesticide classification and proper usage section is included. (3 hr. lecture)

**POS 1001 INTRODUCTION TO POLITICAL SCIENCE \***

3 credits

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics and major problems. The course expressly provides for a detailed study of the Constitution of the United States. Written work: 2,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

**POS 2041 AMERICAN NATIONAL GOVERNMENT \***

3 credits

This course introduces the student to the basic institutions of government and highlights American political institutions at the state and local level. This course also includes a discussion of our federal system as it relates to state government issues, including taxation, law enforcement and the administration of justice, problems of metropolitan areas, interstate relationships, environmental and other government regulations operation of public utilities, and public planning. Written work: 2,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

**POS 2112 AMERICAN STATE AND LOCAL GOVERNMENT**

3 credits

This introduces the student to the basic institutions of government and highlights American political institutions at the state and local level. This course also includes a discussion of our federal system as it relates to state government issues, including taxation, law enforcement and the administration of justice, problems of metropolitan areas, interstate relationships, environmental and other government regulations, environmental and other government regulations, operation of public utilities, and public planning. Written work: 2,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

**PSC 1341 PHYSICAL SCIENCE FOR TODAY'S WORLD**

3 credits

This course is designed for the nonscience major. No mathematics beyond ratios, proportions and arithmetic is required, since mathematics will be kept to a minimum. The major emphasis of this course will be to choose concepts from such areas as the study of motion, energy, electricity and magnetism, waves and light, atomic and nuclear chemistry; and then to use these concepts to develop an understanding of the everyday science that affects us all in today's world. Typical topics might include: how a camera works, space travel, radiation and its uses in medicine, lasers, contact lenses, rainbows, sunsets, solar energy, satellite communications, household wiring, music and chemistry of the kitchen. (3 hr. lecture)

**PSC 1101 EARTH SCIENCE**

3 credits

This is an introductory course in science, including the study of astronomy, meteorology, geology, and oceanography. The dynamics of planet Earth are discussed in terms of its physical structure, its weather and human impact. The universe is studied in terms of current theory regarding its structure, evolution, and variety. This is a survey course which emphasizes scientific principles and concepts. Mathematics beyond arithmetic or prior scientific background is not required. There are no science prerequisites. (3 hr. lecture)

**PUR 2100 WRITING FOR PUBLIC RELATIONS**

3 credits

This course is a comprehensive analysis of

\* This course meets the State Board of Education Rule 6A-10.30 Writing Skills.

public relations writing and its relationship to other forms of journalistic writings. The course is designed primarily to provide an opportunity to experience a more specialized kind of written communication. Emphasis will be placed on frequent in-class and outside writings for public relations. (3 hr. lecture)

#### PSY 2012 GENERAL PSYCHOLOGY

3 credits

Designed to provide a representative survey of psychology, this course scientifically explores various aspects of human behavior and adjustment. The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group difference, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. (3 hr. lecture)

#### REA 1008 COLLEGE PREPARATORY READING

4 credits

This college preparatory reading course is designed for students whose placement-test scores indicate the need for instruction in critical comprehension skills or for any student who wishes to advance his/her reading abilities. Emphasis is placed on application of critical reading and analytical reasoning skills through lecture and individualized components. Following diagnostic assessment, additional prescriptive lab work will be required for those students who enter the course with deficiencies in basic literal-level reading skills. Graded Passing or Not Passing (P-N). Six contact hours per week. (3 hr. lecture, 3 hr. lab)

#### REA 1205 ACCELERATED READING

3 credits

(Prerequisite: Adequate reading comprehension must be demonstrated by a GE (Grade Equivalent) of at least 12.0 on the comprehension section of an approved standardized test. The test will be administered during the first class meeting.) This advanced reading course is designed to help students achieve a higher level of reading speed and comprehension. Group discussion and activities will be supplemented by individual laboratory practice. (3 hr. lecture)

#### REE 1040 REAL ESTATE PRINCIPLES AND PRACTICES - FREC I

4 credits

A study of the basic principles, practices and theories of real property, its economic value, legal implication, and relationship to the salesperson and broker. It includes a study of Florida Real Estate License Law.

Successful completion is required by Florida Real Estate Commission prior to filing application for state license examination for salesperson. (4 hr. lecture)

#### REE 1100 REAL ESTATE APPRAISAL I

3 credits

(Prerequisite: REE 1040 or consent of instructor) The appraisal process will be examined and applied in an analytic approach to determine residential property value on a cost, market and income basis. Consideration will be directed to such factors as neighborhood and site analysis, residential style, functional utility, building cost estimates and depreciation. (3 hr. lecture)

#### REE 1200 REAL ESTATE FINANCE

3 credits

(Prerequisite: REE 1040 or consent of instructor) A study of financial analysis, development financing, land acquisition and structuring of real estate projects. Traditional and creative concepts, mechanisms for construction and permanent financing of single family housing, condominiums, shopping centers, office buildings, and rental apartment building will be covered. Loan contracts, mortgage analysis, governmental agencies and public policies will be reviewed. (3 hr. lecture)

#### REE 2041 REAL ESTATE PRINCIPLES AND PRACTICES - FREC II

4 credits

(Prerequisite: Active holder of Florida Real Estate Salesman's License for at least six months) This is a comprehensive course covering fields of study and materials required by the Florida Real Estate Commission to qualify for the Florida State Real Estate Broker's License. Applications must be approved before students are admitted to the course. (4 hr. lecture)

#### REE 2440 ABSTRACTS AND TITLES I

3 credits

This course shall include a study of the history of Florida titles, abstracts and researching, conveyances and encumbrances; title insurance; escrows and closings; land descriptions; and legal problems affecting land title. (3 hr. lecture)

#### REL 1210 THE OLD TESTAMENT

3 credits

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding people through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. (3 hr. lecture)

#### REL 1240 THE NEW TESTAMENT

3 credits

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study. (3 hr. lecture)

#### REL 2300 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD

3 credits

This course introduces the student to an understanding of the major religions of the world. Religions studied are Primitivism, Hinduism, Judaism, Shintoism, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices and contemporary importance. (3 hr. lecture)

#### RET 1272 FUNDAMENTALS OF RESPIRATORY CARE I

9 credits

(Prerequisites: APB 1811, APB 1811L, APB 1812, APB 1812L ENC 1101, MAC 1102, SYN 1440; co-requisites: RET 1272L, HSC 2200) This course introduces the student to the basic science, theories, and technologies used within the respiratory care profession. The units of instruction place emphasis on the esoteric knowledge required to effectively perform respiratory care. Included within the course are medical terminology, pharmacology, medical gas therapy, basic patient assessment and general floor therapies and diagnostics. (9 hr. lecture)

#### RET 1272L FUNDAMENTALS OF RESPIRATORY CARE I LABORATORY

3 credits

(Co-requisite: RET 1272) The student practices the psychomotor skills necessary to gain competence and proficiency in the technological application of therapeutic and diagnostic modalities typical of respiratory care. Laboratory experience in medical gas and aerosol delivery, pulmonary function diagnostics, cardiopulmonary resuscitation and mechanical ventilation are included. (6 hr. lab)

#### RET 1273 FUNDAMENTALS OF RESPIRATORY CARE II

6 credits

(Prerequisites: RET 1272, RET 1272L;

co-requisite: RET 1273L) This course presents further instruction in the basic science, theories, and technologies used within the respiratory care profession. The units of instruction include arterial blood gas analysis, airway management, mechanical ventilation, neonatal/pediatric care, and cardiopulmonary diseases. (6 hr. lecture)

**RET 1273L FUNDAMENTALS OF RESPIRATORY CARE II LABORATORY**  
2 credits

(Co-requisite: RET 1273) The student practices the psychomotor skills necessary to gain competence and proficiency in the further application of therapeutic and diagnostic modalities typical of respiratory care. Laboratory experience in airway management, arterial blood gas analysis, intensive care mechanical ventilation and monitoring, and cardiopulmonary rehabilitation are included. (4 hr. lab)

**RET 1874L CLINICAL INTERNSHIP I**  
1 credits

(Co-requisite: RET 1272, RET 1272L) Orientation to the clinical practice of respiratory care is emphasized within this 16-hour/week, hospital-based course. Pulmonary function diagnostics, disinfection and sterilization techniques, equipment recognition and maintenance are included. (8 hr. lab)

**RET 1875L CLINICAL INTERNSHIP II**  
3 credits

(Prerequisite: RET 1874L) Direct patient contact in the performance of respiratory care is emphasized within this 24-hour/week, hospital-based course. Direct application of medical gas and aerosol delivery, patient assessment and reporting, positive pressure breathing techniques, and arterial blood gas analysis are included. (24 hr. lab)

**RET 1876C CLINICAL INTERNSHIP III**  
4 credits

(Prerequisite: RET 1875L) This course emphasizes the application of respiratory care theory and technology used within the intensive care area. The student experiences direct patient contact during this 40-hour/week, hospital-based course. Intensive care therapeutics and diagnostics include mechanical ventilation techniques, cardiopulmonary resuscitation, neonatal/pediatric respiratory care and patient care planning. (9 hr. lab)

**RET 2280C FUNDAMENTALS OF RESPIRATORY CARE THERAPY III**  
7 credits

(Prerequisites and/or co-requisites: RET 1874L, 1272, 1875L, 1273, 1876C) This course identifies the advanced clinical of the Respiratory Care Profession Clinical Lectures on advanced cardiopulmonary moni-

toring/diagnostic techniques. Clinical exercise testing and neonatal/pediatrics are included. Instruction emphasizes clinical decision-making. (6 hr. lecture, 2 hr. lab)

**RET 2534C FUNDAMENTALS OF RESPIRATORY CARE THERAPY IV**  
7 credits

(Prerequisites and/or co-requisites: RET 1874L, 1272, 1875L, 1273, 1876C, 2877L, 2280C) This combined lecture and laboratory course provides instructions specific to the many sites where respiratory care is practiced. These include the hospital, physician's office and home care/rehabilitation. Advanced cardiopulmonary pathophysiology will be presented with a focus on the respiratory care practitioner as a member of the interdisciplinary team. Advanced pulmonary function testing will be presented with an emphasis on determining total gas volume, flow volume and loops, LCD. Selected topics of relevant interest and comprehensive reviews are provided for preparation for the registry examinations. (6 hr. lecture, 2 hr. lab)

**RET 2877L CLINICAL INTERNSHIP IV**  
2 credits

(Prerequisites: All 1000 level RET courses) This hospital-based course provides experience and training for departmental management and advanced clinical training in critical care monitoring, exercise testing, neonatal/pediatrics, and research methods. A primary focus of training is clinical decision-making presented in a patient-case management format. (16 hr. lab)

**RET 2878L CLINICAL INTERNSHIP V**  
2 credits

(Prerequisite: RET 2877L) This clinical course provides department management experience in hospitals and in nontraditional settings, such as the patient's home and in convalescent care. Practical training in geriatrics and cardiopulmonary rehabilitation is included. Students are expected to be able to perform as multidisciplinary team members within patient-case management. Clinical reviews are presented to prepare students for successful completion of the national registry exam upon graduation. (16 hr. lab)

**RTE 1002 RADIOLOGIC PROGRAM**  
3 credits

(Prerequisite: Admission to the Radiologic Technology Program) An introduction to Radiologic Technology to include the history of the profession; the role of the Radiographer; the basic principles of radiographic imaging, x-ray production, equipment and processing; radiation protection and safety; structure of the administra-

tion of hospitals and legal and ethical factors common to Radiography. (3 hr. lecture)

**RTE 1308 RADIATION SAFETY**  
2 credits

(Prerequisite: Admission to enrollment in the second semester of the program; RTE 1002) Radiation as it exists in nature or is man-made. The mechanisms of protection from the harmful effects of ionizing radiation as this applies to radiation workers, patients, and the public at large. The genetic and somatic effects of ionizing radiation. (2 hr. lecture)

**RTE 1401 RADIOGRAPHIC TECHNIQUE AND PROCESSING**  
2 credits

(Prerequisite: Admission to enrollment in the second semester of the program; RTE 1308) Methods of film processing and processors, darkroom chemistry. Image formation and construction of films, cassettes and grids. Their importance in image formation. The theory and practice of safe exposure values. Accessory equipment and their use in the production of high quality radiographs. Equipment testing and quality control procedures.

**RTE 1457C RADIOGRAPHIC TECHNIQUE II**  
3 credits

(Prerequisite: RET 1401) In-depth analyses of the principles of radiographic exposure as they apply to density, detail, contrast, magnification and distortion. The Inverse Square Law and its application. Laboratory exercises involving screen contact testing, Inverse Square Law, and principles of image sharpness. Development and use of exposure charts. (2 hr. lecture, 2 hr. lab)

**RTE 1504C RADIOGRAPHIC PROCEDURES I**  
4 credits

(Coerequisite: RET 1804L) This course is designed to provide the Radiography student with instruction in radiographic examinations of the chest, abdomen, upper and lower extremities, hips, pelvis and shoulders. An introduction to medical terminology, radiographic terminology, and the fundamentals of patient care is made. (3 hr. lecture, 2 hr. lab)

**RTE 1512C RADIOGRAPHIC PROCEDURES II**  
2 credits

(Prerequisite: RET 1504C; Corequisite: RTE 1814L) This course is designed to provide the Radiography student with instruction in radiographic examinations of the gastrointestinal systems, the biliary system, the genitourinary systems and the bony thorax. Special emphasis of radiographic anatomy, surface landmarks, positioning,

technique, pathology and critique of films shall be made. This course includes discussion of patient care and medical terminology related to course topics. This course also includes the composition, use and effects of contrast media on the human body. (1 hr. lecture, 2 hr. lab)

#### **RTE 1523C RADIOGRAPHIC PROCEDURES III**

**4 credits**

(Prerequisite: RET 1512C; Corequisite: RTE 1824L) Continuation of study in Radiologic anatomy, positioning, pathology and film critique with emphasis on the application of theory in radiography of the vertebral column, skull, sinuses, mastoids, facial bones, optic foramen and orbits. Other topics to be covered include foreign body localization within the eye; long-bone measure, bone age and pelvimetry. This course includes discussion of patient care and medical terminology related to course topics. (3 hr. lecture, 2 hr. lab)

#### **RTE 1804 L RADIOGRAPHY CLINICAL EDUCATION I**

**2 credits**

(Corequisite: RTE 1504C) This course is designed to provide the student with the practical application in a supervised clinical setting, of the theory covered in RTE 1504C and RTE 1002. He/she will be rotated through selected areas of the Radiography Department in order to gain firsthand experiences in film filing, film processing and transportation of patients. The student will observe, assist and perform basic radiographic procedures (chest and abdomen and extremities) under the direct supervision of a clinical instructor. This course meets at the affiliate hospitals 16 hours per week. (16 hr. lab)

#### **RTE 1814 L RADIOGRAPHY CLINICAL EDUCATION II**

**2 credits**

(Prerequisite: RET 1804L; Corequisite: RTE 1512L) A continuation of RTE 1804L with students performing radiographic examination under direct supervision in clinical education centers. Emphasis is placed on upper and lower extremities, gastrointestinal tract, biliary system and genitourinary system procedures and film critique. Meets 24 hours per week. (24 hr. lab)

#### **RTE 1824L RADIOGRAPHY CLINICAL EDUCATION III**

**2 credits**

(Prerequisite: RET 1817L; Corequisite: RTE 1523C) A continuation of RTE 1814 with students performing radiographic examination under direct supervision in clinical education centers. Emphasis is placed on the skull, spine, thorax, and film critique. Students

will begin to perform procedures unassisted. Meets 16 hours per week. (16 hr. lab)

#### **RTE 2073 MAMMOGRAPHY CERTIFICATION REVIEW**

**1 credit**

(Pre/co-requisites: 1) Certification in Radiography by the American Registry of Radiologic Technologist with current registry status; 2) licensed as a general radiographer by the State of Florida, HRS-office of Radiation Control with current license status) A one-credit-hour course covering the scope of practice for imaging personnel who perform mammograms. This course includes the study of breast anatomy and physiology, pathology, mammographic equipment, procedures and quality control as needed by candidates for the ARRT certification exam. (1 hr. lecture)

#### **RTE 2543 ADVANCED MEDICAL IMAGING**

**3 credits**

(Prerequisite: RET 1523C; Corequisite: RTE 2834L) This course is designed to provide a comprehensive overview of special procedures performed in diagnostic medical imaging. This course provides instruction in mammography, operative procedure, angiography, myelography and other special procedures. Included in this course are the fundamentals of CT, MRI, Sonography, Nuclear Medicine and Radiation Therapy. (3 hr. lecture)

#### **RTE 2473C RADIOLOGIC QUALITY ASSURANCE**

**3 credits**

(Prerequisite: Enrollment in Spring/Summer, year two of the program) This course explores several parameters of radiographic testing. Evaluation of automatic processor quality control, including testing and evaluation of automatic processor chemistry, film processing techniques and equipment maintenance. It is an introduction to JCAHO standards for hospital accreditation and preparation of new radiography graduates to meet those standards. (2 hr. lecture, 2 hr. lab)

#### **RTE 2613 RADIOLOGIC PHYSICS**

**3 credits**

(Prerequisite: RET 1007) The physics of x-ray generators; the theories of direct and alternating current and EMF. Motors, transformers, single and three-phase generators. Construction and function of x-ray tubes; atomic structure and its relation to the generation of x-rays from an x-ray tube. Interaction of radiation with matter—photoelectric interaction, pair production, unmodified scattering, photo disintegration and Compton interaction. Tube rating charts; testing for malfunctioning x-ray generating systems. (3 hr. lecture)

#### **RTE 2762 CROSS-SECTIONAL ANATOMY** **2 credits**

(Prerequisite: Admission to the course is limited to registered radiographers, registered sonographers or by permission of the instructor/program manager) This course is designed to introduce cross-sectional anatomy to the student studying medical imaging. Normal and abnormal anatomic structures of the brain, thorax, abdomen, pelvis and extremities will be studied in multi-planar sections by computerized tomography and magnetic resonance imaging. (2 hr. lecture)

#### **RTE 2834L RADIOGRAPHY CLINICAL EDUCATION IV**

**3 credits**

(Prerequisite: RTE 1824L; Corequisite: RTE 2543) A continuation of RTE 1824L with students performing procedures taught in previous clinical courses. Emphasis is placed on the radiography of the skull. Meets 24 hours per week. Includes film critique. (24 hr. lab)

#### **RTE 2844 RADIOGRAPHY CLINICAL EDUCATION V**

**3 credits**

(Prerequisite: RTE 2834L) A continuation of RTE 2834 with students perfecting positioning skills and learning to work independently. Clinical rotation through Radiation Oncology, CAT SCAN, MRI, Nuclear Medicine. Diagnostic Ultrasound and Special Procedures, at the end of which, each student will be able to discuss the theoretical and clinical application of each. Includes film critique. Meets 40 hours per week. (40 hr. lab)

#### **RTE 2854L RADIOGRAPHY CLINICAL EDUCATION VI**

**3 credits**

(Prerequisite: RTE 2844L) A continuation of RTE 2844L with students practicing skills with indirect supervision. Emphasis is placed on completing clinical competencies. Includes film critique. Meets 24 hours per week. (24 hr. lab)

#### **RTV 2000 FUNDAMENTALS OF TELEVISION PRODUCTION**

**3 credits**

(Prerequisite: SPO 0056) This course covers the principles of television studio practice and successful programming; instruction and demonstrations in the basic skills; and performance techniques for television. (3 hr. lecture)

#### **SLS 1211 OPTIMAL SELF-DEVELOPMENT**

**3 credits**

This course is designed to provide the student with information about theories of

optimal self-development and methods for achieving this goal. The self-directed activities provide an opportunity for self-understanding and for initiating a personally chosen self-change. (3 hr. lecture)

#### **SLS 1300 SELF-ASSESSMENT**

**1 credit**

This course allows the student to learn more about his/her interests, values, skills, personality and academic strengths in an independent study format. (1 hr. lecture)

#### **SLS 1301 CAREER DEVELOPMENT**

**3 credits**

This course is designed to instruct students in career decision-making and employability skills. The student will assess his/her interests, values, skills, personality and academic strengths to relate these to occupations and college majors. Communication skills, job-search strategies, resume writing and interviewing skills will also be covered. (3 hr. lecture)

#### **SLS 1302 CAREER INFORMATION AND DECISION-MAKING**

**1 credit**

This course allows the student to explore occupations/college majors in a systematic format and to obtain assistance in career decision-making. (1 hr. lecture)

#### **SLS 1303 JOB SEARCH**

**1 credit**

This course assists the student in developing a resume, interviewing and job-search skills. (1 hr. lecture)

#### **SLS 1501 COLLEGE SURVIVAL SKILLS**

**1 credit**

This course is designed to assist students in developing and improving notetaking, test-taking and study skills. Time-management and stress-management and stress-management techniques will also be covered, as well as methods to reduce test anxiety. Students will assess and examine their individual learning styles and will learn how to adjust their methods of learning and study habits to accommodate their preferences and weaknesses. (1 hr. lecture)

#### **SLS 1505 CRITICAL THINKING**

**1 credit**

This course is designed to teach students to become critical thinkers and to show students how to apply their thinking skills to everyday problems and issues in school, in careers, and in their personal lives. Based on discussions of timely issues, students will learn to use critical thinking. (1 hr. lecture)

#### **SON 1930 INTERDISCIPLINARY AND RESEARCH SEMINAR**

**1 credits**

(Prerequisite: Admission to the Sonography Program) Advanced principles of medi-

cal ethics, pertinent legal principles, teamwork principles, professional interaction skills, related imaging procedures and the role of ultrasound in patient management will be discussed. Patient interview and chart referral evaluation will also be explored. (1 hr. lecture)

#### **SON 2000 PRACTICAL ASPECTS OF SONOGRAPHY**

**2 credits**

(Prerequisite: admission to Sonography program) This course prepares the student for the Sonography program. Unit studies include orientation, professional ethics, nursing procedures pertinent to diagnostic ultrasound and review of the Student Handbook. (2 hr. lecture)

#### **SON 2111 ABDOMINAL SONOGRAPHY I**

**2 credits**

(Prerequisite: admission to Sonography program) This course is an in-depth study of the sonographic imaging of the abdominal viscera and the pathological processes that affect this area of the body. It also includes correlation of the ultrasound findings with clinical laboratory tests. The renal will also be discussed. (2 hr. lecture)

#### **SON 2112 ABDOMINAL SONOGRAPHY II**

**2 credits**

(Prerequisite: SON 2111) This course is a continuation study of the sonographic imaging of the abdominal viscera and the pathological processes that affect this area of the body. The course also includes correlation of the ultrasound findings with clinical laboratory tests. The renals will also be discussed. Vascular ultrasound will also be introduced. (2 hr. lecture)

#### **SON 2121 OB/GYN SONOGRAPHY I**

**2 credits**

(Prerequisite: admission to Sonography program) This course is an in-depth study of the female pelvis with emphasis on the sonographic appearance of these structures, and the pathological processes that may affect them. The sonographic evaluation of pregnancy and related conditions will also be introduced. (2 hr. lecture)

#### **SON 2122 OB/GYN SONOGRAPHY II**

**2 credits**

(Prerequisite: SON 2121) This course is a continuation study of the female pelvis with emphasis on the sonographic appearance of these structures and the pathological processes that may affect them. The sonographic evaluation of pregnancy and related conditions will also be introduced. (2 hr. lecture)

#### **SON 2160 NEUROSONOGRAPHY AND SUPERFICIAL STRUCTURES**

**2 credits**

(Prerequisite: Admission to the Sonogra-

phy Program) This is a study of the sonographic imaging of the premature infant brain and the pathological processes that affect it. Also, included will be the sonographic evaluation of the prostate, scrotum, thyroid gland, and breast. (2 hr. lecture)

#### **SON 2211 ACOUSTIC PHYSICS AND INSTRUMENTATION**

**4 credits**

(Prerequisite: admission to Sonography program) This course is a study of the properties of diagnostic ultrasound and the affective utilization of them to produce quality scans. Also covered in this course are the biologic effects of ultrasound on body tissue and routine maintenance of sonographic equipment and quality assurance procedures. (4 hr. lecture)

#### **SON 2006 PROFESSIONAL ASPECTS OF SONOGRAPHY**

**2 credits**

(Prerequisite: SON 2000) This course prepares the student for the Sonography Department. Unit studies include health-care administration, quality assurance, professional development and patient support services. (2 hr. lecture)

#### **SON 2416 SONOGRAPHIC FILM CRITIQUE**

**2 credits**

(Prerequisite: SON 2000) This course is a review and discussion of selected case studies with careful attention to technical factors, normal anatomy, and pathological processes. (2 hr. lecture)

#### **SON 2804 CLINICAL SONOGRAPHY I**

**5 credits**

(Prerequisite: admission to Sonography program) This is a supervised clinical experience and competency evaluation in performing sonographic procedures with assistance. Emphasis is on patient care, equipment orientation, cross-sectional imaging planes, and the performance of quality exams with assistance. (20 hr. lecture)

#### **SON 2814 CLINICAL SONOGRAPHY II**

**6 credits**

(Prerequisite: SON 2804L) This course is a continuation of supervised clinical experience and competency evaluation in performing sonographic procedures with some assistance. Emphasis is on patient care, equipment orientation, cross-sectional imaging planes, and the performance of quality exams with some assistance. (24 hr. lecture)

#### **SON 2824 CLINICAL SONOGRAPHY III**

**6 credits**

(Prerequisite: Admission to the Sonography Program) This is a continuation of supervised clinical experience and competency evaluation in performing routine sonog-

raphic procedures, with emphasis on patient care, equipment orientation, cross-sectional imaging planes, and performance of quality exams. (24 hr. lab)

### **SOP 2740 FEMINIST PSYCHOLOGY**

**3 credits**

Focusing upon the historical and currently changing roles of women, this course will emphasize psychosocial processes, sex-role stereotyping, institutional sexism and discriminatory practices, men's liberation, and the women's movement. The impact on behavior of psychological constraints is examined within an experiential framework. Students are encouraged to explore their attitudes, interests, and aspirations to stimulate self-awareness and facilitate personal growth. (3 hr. lecture)

### **SOS 1102 SOILS AND FERTILIZERS**

**3 credits**

This is a course in the study of soil characteristics, classifications, testing and plant nutrition. Management of soils and amendments for specific horticultural purposes by understanding soil reaction and types and uses of fertilizers is emphasized. (3 hr. lecture)

### **SOW 1031 INTRODUCTION TO SOCIAL WORK**

**3 credits**

This course surveys the philosophy, history and services of social welfare, as well as the values, methods, and practice settings of the profession of social work. Social worker processes are examined with the awareness that basic practice processes are applicable in the variety of contents in which social workers are involved. (3 hr. lecture)

### **SPC 1050 VOICE AND DICTION**

**3 credits**

This course is designed to provide a knowledge of the vocal mechanism and its function; to improve vocal quality and expressiveness, articulation, and pronunciation; and to give instruction and practice in using the International Phonetic Alphabet for speech improvement. (3 hr. lecture)

### **SPC 1300 INTRODUCTION TO INTERPERSONAL COMMUNICATION**

**3 credits**

This course introduces the students to the communication skills needed in one-on-one relationships. Topics included are perception, self-awareness, conflict, and listening. The emphasis is on student awareness of communication problems and skills in relationships.

Many experiential activities are included. (3 hr. lecture)

### **SPC 1600 FUNDAMENTALS OF SPEECH \***

**3 credits**

This course trains the student in the basic principles and techniques involved in effective speaking communication. The student develops poise and confidence through constant practice in presenting various materials via many speech communication experiences. The emphasis also lies on individual development and improvement. Written work: 2,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

### **SPC 1601 PUBLIC SPEAKING**

**3 credits**

(Prerequisite: SPC 1600 or equivalent or permission of the division chairperson) This course is designed primarily for those interested in a more serious and intensive study of public speaking. It aims to review briefly the principles of speech preparation, organization, and delivery and to afford extensive practice in the more specialized types of speech communication experiences most common to those who frequently are called upon to give speeches in public. (3 hr. lecture)

### **SPN 1120 ELEMENTARY SPANISH I**

**4 credits**

A basic knowledge of Spanish grammar and composition, reasonable pronunciation and familiarity with the life and cultures of native speakers of the language is provided in this course. (4 hr. lecture)

### **SPN 1121 ELEMENTARY SPANISH II**

**4 credits**

This course is a continuation of SPN 1120. The purpose of this course is to reinforce the basic skills previously acquired by students. This course develops increased listening, speaking, reading and writing skills, as well as grammar knowledge and cultural awareness. (4 hr. lecture)

### **SPN 2200 INTERMEDIATE SPANISH I**

**3 credits**

(Prerequisite: SPN 1121 or equivalent) Objectives of this course are an in-depth comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture and native speakers of the language through reading and discussions of Spanish-American history. The language laboratory is optional

by instructor. Subject to proficiency testing. (3 hr. lecture)

### **SPN 2201 INTERMEDIATE**

**SPANISH II**

**3 credits**

(Prerequisite: SPN 2200 or equivalent) This course is a continuation of SPN 2200. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language through lectures, reading and discussions of the history of Spain. The language laboratory is optional by instructor. Subject to proficiency testing. (3 hr. lecture)

### **SPN 2240 INTERMEDIATE**

**CONVERSATIONAL SPANISH I**

**3 credits**

(Prerequisite: SPN 1121 or equivalent) This course is designed to provide the student with the necessary skills to converse in the language. Short dialogues and readings based on daily living experiences will serve as topics for discussion and conversation in Spanish. Intensive oral practice is emphasized. (3 hr. lecture)

### **SPN 2241 INTERMEDIATE**

**CONVERSATIONAL SPANISH II**

**3 credits**

(Prerequisite: SPN 2240 or equivalent) This course is a continuation of SPN 2240. The topics for conversation are broader in scope, including current events, news and related topics. Intensive oral practice is emphasized. (3 hr. lecture)

### **SPN 2340 SPANISH FOR NATIVE SPEAKERS**

**3 credits**

(Prerequisite: Instructor's approval; Hispanic bilingual educated in the United States or near-native speaker has lived in a Spanish-speaking country) This course emphasizes the normative aspects of the language: Writing, spelling and punctuation, as well as those areas of grammar or sentence structure which are problematical for Spanish speakers with little formal training. Reading selections for vocabulary expansion and compositions are offered. (3 hr. lecture)

### **SSI 1949 CO-OP: SOCIAL SCIENCE TRAINING**

**3 credits**

Co-Op Education in Social Science is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field ex-

\* This course meets the State Board of Education Rule 6A-10.30, Writing Skills.

perience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job social science assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. (1 hr. lecture, 10 hr. lab)

**SSI 2949 CO-OP: SOCIAL SCIENCE TRAINING II**

**3 credits**

This is a continuation of SSI 1949. (1 hr. lecture, 10 hr. lab)

**STA 1021 PROBABILITY AND STATISTICS**

**1 credit**

This course includes the study of the fundamental laws of probability, the measures of central tendency, standard deviation and the normal distribution. (1 hr. lecture)

**STA 2014 STATISTICS**

**3 credits**

(Prerequisite: MAT 1033 or equivalent OR permission of Mathematics Department Chairperson) This course considers statistics and probability from the standpoint of general application. Topics included are as follows: Frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, the chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation and coefficient, regression, sample space, permutations, combinations, probability and expectation. (3 hr. lecture)

**SUR 1101C BASIC SURVEYING AND MAPPING**

**4 credits**

(Prerequisite: MAC 1102) This course is an introduction to the equipment and methods used in surveying. It includes angle, distance and elevation measurements. (3 hr. lecture, 2 hr. lab)

**SUR 1640 LAND SURVEYING COMPUTATIONS**

**3 credits**

(Prerequisites: SUR 1101, MAC 1102) This is a course following Basic Surveying which includes an introduction to errors and error analysis associated with the surveying profession. (3 hr. lecture)

**SUR 1322 CAD FOR SURVEYORS**

**2 credits**

(Prerequisites: SUR 1101, SUR 1640, SUR 1660) This course is a preparation of typical drawings used in conventional land surveying; basic computer operations; intro-

duction to computer operating systems; beginning CAD methodology; plotter media and methods. (1 hr. lecture, 2 hr. lab)

**SUR 1660C PROFESSIONAL DRAFTING FOR SURVEYORS**

**2 credits**

This course is a study of the techniques and drawings used in land surveys, with an introduction to computer methods. (1 hr. lecture, 3 hr. lab)

**SUR 2201C ROUTE GEOMETRICS**

**4 credits**

(Prerequisites: SUR 1101C, MAC 1114) This course covers geometric design of transportation systems, computer applications, comprehensive design project, spiral curves, superelevation theory, and earthwork analysis. (3 hr. lecture, 2 hr. lab)

**SUR 2301 PROJECT SURVEYING AND MAPPING**

**3 credits**

(Prerequisite: SUR 1640) This course is a study of the procedures and techniques for map construction by field and photogrammetric means. Topics include control surveys, stadia, geometry of photographs, flight planning, photogrammetric measurements and equipment, map construction, earthwork volumes and applications. (2 hr. lecture, 2 hr. lab)

**SUR 2403 LAND SURVEYING PRINCIPLES**

**3 credits**

(Prerequisite: SUR 1101C, SUR 2301) This course covers land boundaries, corners, areas; writing and interpreting legal descriptions; identification of land parcels; legal principles of boundary location; U.S. Government land survey systems. (3 hr. lecture)

**SUR 2431 LAND SURVEYING PRACTICE**

**3 credits**

(Prerequisite: SUR 1101, SUR 2403, SUR 1660) This course is a study of land survey practice; the lot survey; the sectionalized lands survey; the water boundary survey; office and business practices; professional standing. (3 hr. lecture)

**SUR 2462C LAND PLANNING**

**3 credits**

(Prerequisite: SUR 2301) This course covers legal requirements for subdividing land; land development systems; subdivision planning; and comprehensive project. (2 hr. lecture, 4 hr. lab)

**SUR 2500 ELECTRONIC AND GEODETIC SURVEYING**

**4 credits**

(Prerequisites: SUR 1101C, SUR 1640, SUR 2403) This course consists of EDM theory, calibration, distance measurements and reductions; map projections, state plane coordinates; practical astronomy, spherical trigonometry, observations for time, latitude, azimuth, line of position; least squares, theory, and applications. (3 hr. lecture, 2 hr. lab)

**SUR 2910 SURVEYING RESEARCH PROJECT**

**2 credits**

(Prerequisite: Enrollment in last semester of an A.S. degree in Surveying and Mapping) This course covers laboratory, equipment, or literature investigations of surveying problems and concepts of current interest resulting in a written and oral presentation.

**SYG 1012 INTRODUCTION TO GLOBAL STUDIES**

**3 credits**

This course introduces the student to the realities of current global problems; changing demographic patterns, food and energy resources, the structure of international relations with an emphasis on the development and encouragement of a global perspective on the part of a sophisticated citizenry for an age of interdependence. (3 hr. lecture)

**SYG 1230 AMERICAN MINORITIES TODAY**

**3 credits**

This course will explore historically and examine currently the principal minority groups in American life today, tracing the developments and contributions, values, character, heritage, social structure, etc., of each minority studied. There will be an examination of relations among ethnic and racial groups and the general attitude of mainstream Americans toward these groups, focusing on ethnic prejudice, hostility, identity, solidarity and power movements. Minority groups to be surveyed are: Black Americans (major emphasis), native American Indians, American women, Mexican Americans, Puerto Rican-Americans (briefly surveyed), Japanese-Chinese and other Asian Americans. (3 hr. lecture)

**SYG 1440 INTRODUCTION TO THE SOCIAL SCIENCES \***

**3 credits**

This course introduces the student to the various disciplines of the social sciences which are interrelated and do not exist as

\* This course meets the State Board of Education Rule 6A-10.30, Writing Skills.

distinct entities. The forces and factors that produce patterns of human interrelationships are examined with special emphasis on such basic institutions as the family, school, church and business. An underlying emphasis in the course is the meaningful significance of ongoing human culture. Written work: 2,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

#### **SYG 2000 INTRODUCTION TO SOCIOLOGY \***

**3 credits**

This course offers students a standard core of basic sociological concepts essential for the understanding of organized social life. The primary goal of the course is to acquaint the student with the "sociological perspective" as an approach to understanding human behavior.

The course focuses upon the sociological methods of data analysis, culture, socialization, social interaction, social structure, gender roles, education, religion, social movements, social institutions, sociological theories, demographic processes, and social change. These broad areas form the individual units of study covered during the semester. Written work: 2,000 words. This course requires a C or better for transfer for A.A. degree credit. (3 hr. lecture)

#### **SYG 2010 AMERICAN SOCIAL PROBLEMS**

**3 credits**

(Prerequisite: SYG 1440 or permission of the division chairperson) This course explores some of the major social problems now confronting American society - such as mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations, and related ethnic problems. The course attempts to establish criteria by which the educated layman can judge the probable effectiveness of various techniques of intervention for social improvement. Emphasis is given to current social problems of pressing concern in the area of South Florida. (3 hr. lecture)

#### **SYG 2430 MARRIAGE AND FAMILY**

**3 credits**

This course is a study of the continuum of human intimacy and attraction from the sociological and social psychological perspective. It examines varieties of human intimacy arrangements with main emphasis on marriage and the family. Alternative life styles are also discussed. (3 hr. lecture)

riage and the family. Alternative life styles are also discussed. (3 hr. lecture)

#### **SYG 2361 DEATH AND DYING**

**3 credits**

This course focuses on the various issues and complex problems associated with death and dying resulting from changes in society itself. It encompasses a full range of topics, from grief, funeral practices, and widowhood to suicide, life beyond death, and the moral and ethical issues related to this subject of universal, compelling interest. (3 hr. lecture)

#### **SYG 2950 TRAVEL/STUDY: BRITISH SOCIOLOGY(I)**

**3 credits**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on one of the following: British Life and Institutions I, II, III, or IV; the United Kingdom Economy I and II; All British Society, Medieval English Society 1066-1500; The People of Shakespeare's England; Life, Literature, and Art in the Middle Ages 1000-1500; An Introduction to the English Legal System; Britain in the International Business World; The English Educational System; Applied Economics - A United Kingdom Perspective; Roman, Saxon, and Viking in Britain; British Politics Today; Modern Management Practices in Britain; The Economics of Britain and the Third World; Political Thought in England, 1650-1950; Contemporary British Society. (3 hr. lecture)

#### **SYG 2951 TRAVEL/STUDY: BRITISH SOCIOLOGY(2)**

**6 credits**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on two of the following: British Life and Institutions I, II, III, or IV; the United Kingdom Economy I and II; All British Society, Medieval English Society 1066-1500; The People of Shakespeare's England; Life, Literature, and Art in the Middle Ages 1000-1500; An Introduction to the English Legal System; Britain in the International Business World; The English Educational System; Applied Economics - A United Kingdom Perspective; Roman, Saxon, and Viking in Britain; British Politics Today; Modern Management Practices in Britain; The Economics of Britain and Practices in Britain; The Economics of Britain and the Third World; Political Thought in England, 1650-1950; Contemporary British Society. (6 hr. lecture)

#### **TAR 1120C ARCHITECTURAL DRAWING**

**3 credits**

(Prerequisites: ART 1201C, ART 1300C) This is an introductory course to the drafting methods and concepts of architecture. Emphasis is on the development of techniques necessary to present clear and precise solutions to the basic architectural problems of lettering, preliminary sketching, line quality, shapes, orthographic projection, perspective, and architectural shades and shadows. Brief lectures on history of architecture are included throughout the course. (2 hr. lecture, 2 hr. lab)

#### **TAX 2000 FEDERAL INCOME TAX I**

**3 credits**

(Prerequisite: ACG 2022 or permission of instructor) This is an introductory course in federal, state and local business taxes designed for students desiring an Associate in Science degree in Accounting Technology. Preparation of individual federal income tax returns and tax planning for the individual are emphasized. It may not be transferable to a senior institution. (3 hr. lecture)

#### **TAX 2010 FEDERAL INCOME TAX II**

**3 credits**

(Prerequisite: TAX 2000 or equivalent) This course is a continuation of TAX 2000, with primary focus on corporate income taxes. It will also include taxation of partnerships, estates and trusts, and practice before the Internal Revenue Service. It may not be transferable to a senior institution. (3 hr. lecture)

#### **THE 1000 INTRODUCTION TO THE THEATER**

**3 credits**

This course presents a general approach to organization theater and is especially designed to develop the student's knowledge and appreciation of the theater arts through an historic and contemporary study of the drama. (3 hr. lecture)

#### **THE 1020 TECHNIQUES OF DRAMATIC ART**

**3 credits**

This course is a study of the theater showing the relationships of various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. (3 hr. lecture)

#### **THE 2721 THEATER FOR A CHILDREN'S AUDIENCE**

**3 credits**

The aim of this course is to analyze the

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theory of children's theater, to survey its development within the American theatrical scene, to study its function within the American community and to pursue materials available for use with and for children. (3 hr. lecture)

**TPA 1210 FUNDAMENTALS OF STAGECRAFT**

This course presents lectures and classroom demonstrations in the construction, painting and handling of scenery, makeup and the making of properties. Crew hours are required. (3 hr. lecture)

**TPA 1211 ADVANCED STAGECRAFT**

**3 credits**

(Prerequisite: TPA 1210) This course is a continuation of TPA 1210 with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets along with the principles of stage lighting in classroom demonstrations and experiences. (3 hr. lecture)

**TPP 1600 PLAYWRITING**

**3 credits**

This course is an introduction to the study, analysis and actual writing of plays for the theater. Special emphasis is on the student developing skills in the technique of writing short scenes that stress creating characters, handling dialogue and plot structure. (3 hr. lecture)

**TPP 2100 ACTING I**

**3 credits**

(Prerequisite: THE 1020 or special permission of the division chairperson) This

course is a study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization and motivation is given. Students will present scenes from plays as classroom exercises. (3 hr. lecture)

**TPP 2110 ACTING II**

**3 credits**

(Prerequisite: TPP 2100 or special permission of the division chair) This course is a continuation of TPP 2100 with special emphasis on the various processes of developing characterization. The student also studies the script in depth to discover the relationships that affect the character. Students will study methods of auditioning, prepare a resume and present monologues and scenes for stage performance. (3 hr. lecture)

**TPP 2510 MOVEMENT FOR THE THEATER**

**3 credits**

This course is an introduction to the study, analysis, and application of various styles of movement required in theatrical productions. Special emphasis is on preparing the student to use physical characteristics appropriate for a play placed in a particular locale and time. Study of body language, analysis of movement, types and rhythms of movement and pantomime will be included in the course. (3 hr. lecture)

**WOH 1012 ANCIENT AND MEDIEVAL HISTORY**

**3 credits**

This course starts with theories of historical causation, the origin of life in prehistoric

times, and the emergence of early Mideastern and Mediterranean cultures in Mesopotamia, Egypt, Israel and Persia. While primary emphasis is then given to Western civilization's roots in ancient Greece, Rome, and medieval Europe to about 1500 A.D., the overall legacy of the East, especially of the Byzantine and Islamic worlds, is also considered. (3 hr. lecture)

**WOH 1022 MODERN HISTORY**

**3 credits**

This course is a continuation of, but not necessarily dependent upon, previous enrollment in WOH 1012. It begins with the birth of the modern age in intellectual (Renaissance), religious (Reformation), economic, and navigational achievements of the period around 1500 and goes through the twentieth century. While major emphasis is on the European civilization which most directly influenced American and modern world culture in general, the increasing role and significance of Afro-Asian peoples is also covered. (3 hr. lecture)

**ZOO 1013 GENERAL ZOOLOGY LECTURE**

**3 credits**

(Prerequisite: BSC 1010; co-requisite: ZOO 1013L) This is an introductory course dealing with the structure, functioning, embryology and evolutionary relationships of representatives of the major animal phyla culminating in man. (3 hr. lecture)

**ZOO 1013L GENERAL ZOOLOGY LABORATORY**

**1 credit**

(Prerequisite: BSC 1010; co-requisite: ZOO 1013) This laboratory includes observation of representative groups of the animal kingdom. (2 hr. lab)

**ZOO 2713 COMPARATIVE VERTEBRATE ANATOMY**

**3 credits**

(Prerequisites: ZOO 1013, ZOO 1013L; co-requisite: ZOO 2713L) This course deals with the early embryology and the development of the organ systems for the main classes of vertebrates. In addition, this course discusses the origins and classification of the chordates. (3 hr. lecture)

**ZOO 2713L COMPARATIVE VERTEBRATE ANATOMY LABORATORY**

**1 credit**

(Co-requisite: ZOO 2713) The laboratory includes the examination and dissection of representatives of the major classes of vertebrates. The work in the laboratory includes the dissection of the lamprey, shark, Necturus and cat. (4 hr. lab)



# Chapter 10

## Personnel

### DISTRICT ADMINISTRATIVE PERSONNEL

#### EISSEY, EDWARD M.

President  
B.S., Florida State University  
M.Ed., University of Florida  
Ph.D., Florida State University

#### BERTINO, SHEILA E.

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B.S., M.S., University of Tennessee

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#### JONES, RICHARD I.

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B.S., University of Palm Beach

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### CAMPUS ADMINISTRATIVE PERSONNEL

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M.S., Nova University

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A.A., University of Florida  
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M.S.L.S., University of Kentucky

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### ACADEMIC CHAIRS AND PROGRAM MANAGERS

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B.S., Baldwin-Wallace  
M.A., Western Reserve University

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Business/Hotel-Food Service 1963-80  
B.S., M.S., R.D., Florida State University

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Biology 1974-89  
B.S., Florida A&M University  
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Biology 1958-69  
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Data Processing 1966-82  
B.S., University of Illinois  
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Mathematics 1968-1987  
B.S., U.S. Naval Academy  
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Business 1958-60  
Chairman, Business 1960-68  
Business 1968-89  
B.A., Harding University  
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Financial Office 1957-59  
Director of Business Affairs 1959-69  
B.S., Indiana University  
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Social Science 1957-1986  
A.B., M.A., Washington University

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Dental Assisting 1966-1980  
B.S.Ed., Ohio Northern University  
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Physical Education 1965-1991  
B.S. Florida State University  
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Engineering 1964-1986  
B.S.Ed., California State College of Pennsylvania  
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Reading 1968-1974  
Chairperson, Basic Studies 1974-1975  
Assistant Chairperson, Communications, 1975-1982  
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Chairperson, Social Science Department 1960-84

B.S., Columbia University

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Communications 1961-1988  
B.S.E., University of Tampa  
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Biology 1967-90  
B.S., Duke University  
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Guidance 1965-84  
B.S., Ft. Valley State College  
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Music 1964-78  
B.M., M.M., Eastern School of Music  
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Engineering 1973-91  
B.E.E., Pratt Institute

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Biology 1960-85  
B.S., Indiana University of Pennsylvania  
M.S., Cornell University

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Nursing 1974-84  
R.N., Methodist Hospital School of Nursing  
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Communications 1965-77  
B.S.E. Pennsylvania State Teachers College  
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Guidance 1965-1982  
Director, Counseling Services 1983-1986  
B.S., M.Ed., University of Florida
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Electronics 1960-77  
B.S., Georgia Institute of Technology  
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Social Science 1968-73  
Director of Continuing Education, 1973-79 North Campus  
B.A., M.A., Stetson University
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Social Science 1961-1989  
B.S.E., M.Ed., University of Cincinnati
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Physical Science 1968-1973  
Chairman, Physics & Physical Science 1976-1987  
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B.S., University of Illinois  
M.A., Ph.D., Indiana University
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Dean of Women, Counselor 1965-79  
B.S., Douglass College, Rutgers University  
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Social Science 1962-72  
A.B., Oglethorpe University  
B.D., M. of Div., Vanderbilt University  
S.T.M., S.T.D., Temple University
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Communications 1968-1986  
A.A., Mars Hill Junior College  
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Business Education 1961-72  
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Librarian 1957-1990  
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Librarian 1964-1965  
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Communications 1958-84  
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Mathematics 1965-67  
B.Ed., Illinois State Normal University  
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Chemistry 1964-91  
B.S. Memphis State  
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B.A., Gennette College  
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Guidance 1970-75  
Assistant Registrar 1975-82  
B.S., Hampton Institute  
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Dental Health 1981-82  
Program Manager, Dental Health 1982-91  
D.D.S., Marquette University
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Communications 1968-81  
B.A., M.A., University of Florida
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Mathematics 1966-1986  
Program Manager, CPT 1986-1987  
B.S., St. Bonaventure University  
M.S., Syracuse University
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Librarian 1967-92  
A.B., Elon College  
M.Ed., University of North Carolina
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Business, Accounting 1982-92  
B.S., Boston University  
M.Ed., Bridgewater State College  
Ph.D., Northwestern University
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Social Science 1964-1987  
B.A., Florida State University  
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Physics 1956-85  
B.S., Florida Southern College  
M.Ed., University of Florida
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Biology 1948-52, 1955-76  
Chairperson, 1964-70  
B.S., Alfred University  
M.S., University of Miami
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Nursing 1974-79  
R.N., Memorial School of Nursing  
B.S., University of Michigan  
M.S., University of Maryland
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Vice President, Student Affairs 1949-78  
B.S., New Jersey State College  
M.A., Montclair State College
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Business Education 1960-68  
Assistant Registrar 1968-75  
Registrar 1975-88  
B.S.E., University of Central Arkansas  
M.A., Memphis State University
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Director, Evening Classes 1959-65  
Dean of Instruction 1965-71  
Dean of Academic Affairs 1971-75  
Vice President of Academic Affairs 1975-84  
B.S., Mississippi State College  
M.A., Ed.D., University of Mississippi
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Communications 1965-82  
B.S.Ed., Missouri State Teachers College  
M.A., University of Mississippi
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Art 1964-78  
B.A., William Penn College  
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Chemistry, Physics 1933-56  
B.S., Georgia State College for Women  
M.A., Johns-Hopkins University
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Music 1968-89  
B.M.E., Chicago Musical College  
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Assistant Chairperson, Dental Hygiene 1965-76  
B.S., D.D.S., University of Pittsburgh
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Art 1961-64, 1965-80  
Chair, Humanities 1980-92  
B.F.A., The Art Institute of Chicago  
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Business/Home Economics 1949-79  
B.S., M.S., Florida State University
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Music 1960-68  
Coordinator, Evening Division 1968-75  
Dean, Continuing Education 1975-89  
B.M., Hardin-Simmons University  
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English 1960-69  
B.S., Tufts University  
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Engineering 1965-75  
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Biology 1961-70  
Assistant & Coordinator, Evening Division 1971-75  
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B.S., M.A., University of Florida
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Business 1965-68  
Chairperson, Business Department 1968-76  
B.A., Colgate University  
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Art 1960-1991  
B.A. Florida Southern College  
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Basic Studies 1965-73  
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1961-72  
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Social Science/Psychology 1966-92  
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Health 1977-91  
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Mathematics 1964-76  
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Health 1966-88  
R.N., Tampa Hospital  
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R.N., Washington University School of  
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Art 1969-80  
B.A., University of Missouri  
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Business Education 1973-1992  
B.S., University of Southern Mississippi  
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Business 1973-82  
Division Chair, Business 1982-1992  
A.B., Allegheny College  
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Communications 1970-91  
B.A., M.A., North Texas State University

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Mathematics 1964-83  
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Library 1967-85  
B.S.Ed., State Teachers College,  
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Mathematics 1962-72  
Asst. Chairperson, Mathematics 1972-81  
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Dental Laboratory Technology 1965-79

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Social Science 1966-70  
A.A., George Washington University  
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Guidance 1963-75  
A.B., Union College  
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Business 1979-1989  
B.S., M.B.A., University of North  
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Engineering Technology 1957-64  
Chairman, Engineering Tech. Dept.  
1964-71  
Dean, Occupational Studies 1971-82  
B.S., Iowa State College  
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Business/Retailing 1966-81  
B.S., Miami University  
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Mathematics 1962-66  
Chairperson, Mathematics Department  
1966-86  
B.A., Westminster College  
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Communications 1977-90  
B.S., M.S., State University of New York  
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Librarian 1974-75  
Assistant Director Library Services III  
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Librarian 1982-84  
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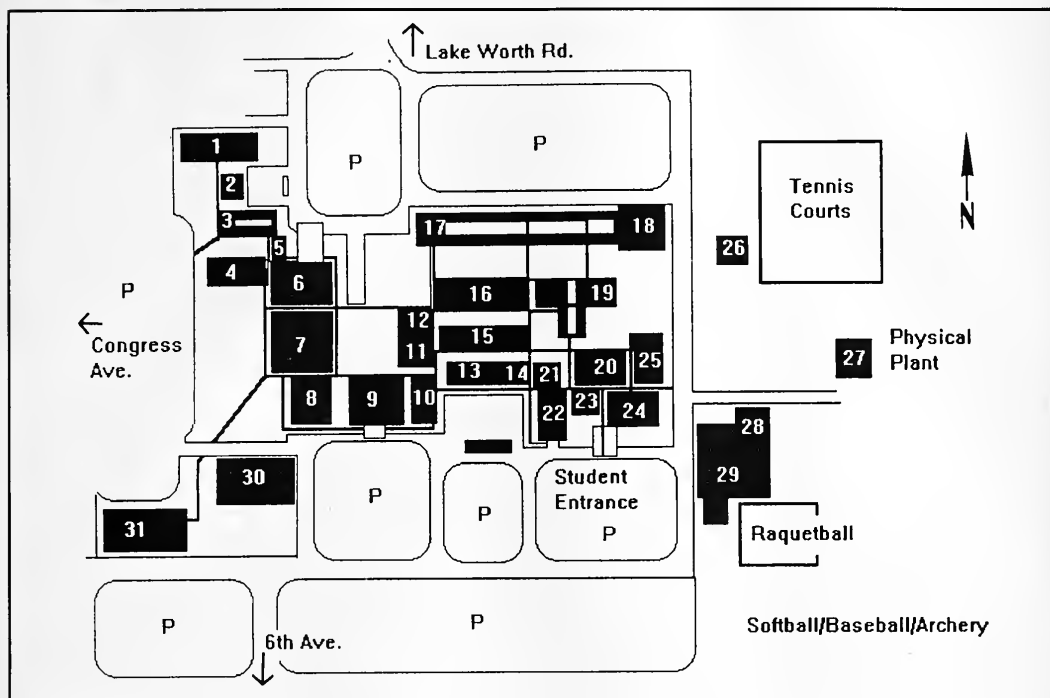
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| Accounting technology . . . . .                      | 46  | respiratory care technology admissions . . . . .                | 67 | music . . . . .   | 40 | hospitality management, hotel management track . . . . .                     | 52 |
| Accounts, unpaid . . . . .                           | 15  | sonography . . . . .  | 68 | music education . . . . .   | 40 | hospitality management, hotel management track . . . . .                     | 52 |
| Accreditation . . . . .                              | 1   | twelve month LPN to RN . . . . .                                | 64 | oral communications . . . . .   | 41 | interior design professional . . . . .                                       | 53 |
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| Administrative Personnel, district . . . . .         | 129 | American Association of Community and Junior Colleges . . . . . | 1  | physical science . . . . .  | 42 | marketing, management option . . . . .                                       | 54 |
| Admission criteria . . . . .                         | 9   | Anthropology . . . . .  | 31 | physics . . . . .   | 42 | marketing, retailing option . . . . .  | 54 |
| general education . . . . .                          | 9   | Architecture . . . . .  | 31 | political science . . . . .   | 42 | office systems technology . . . . .  | 54 |
| development test . . . . .                           | 9   | Art education . . . . .   | 32 | pre-dental . . . . .  | 34 | office systems technology, office systems option . . . . .                   | 54 |
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| forms . . . . .                                      | 9   | anthropology . . . . .  | 31 | pre-pharmacy . . . . .  | 34 | professional pilot . . . . .   | 56 |
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| measles immunization . . . . .                       | 9   | creative writing . . . . .                                      | 39 | building construction technology . . . . .  | 46 |  |    |
| Admissions, early . . . . .                          | 11  | criminal justice . . . . .                                      | 35 | business administration and management . . . . .  | 47 |  |    |
| Advertising design . . . . .                         | 31  | dance . . . . .   | 35 | child development and education . . . . .   | 47 |  |    |
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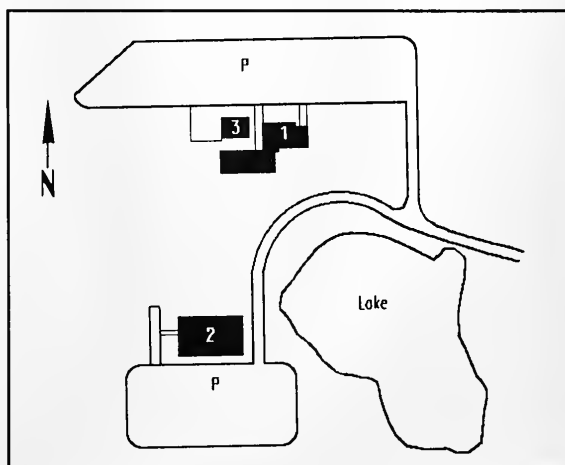
## Campus Maps



### Palm Beach Community College Central Campus

4200 Congress Avenue, Lake Worth, FL 33461-4796

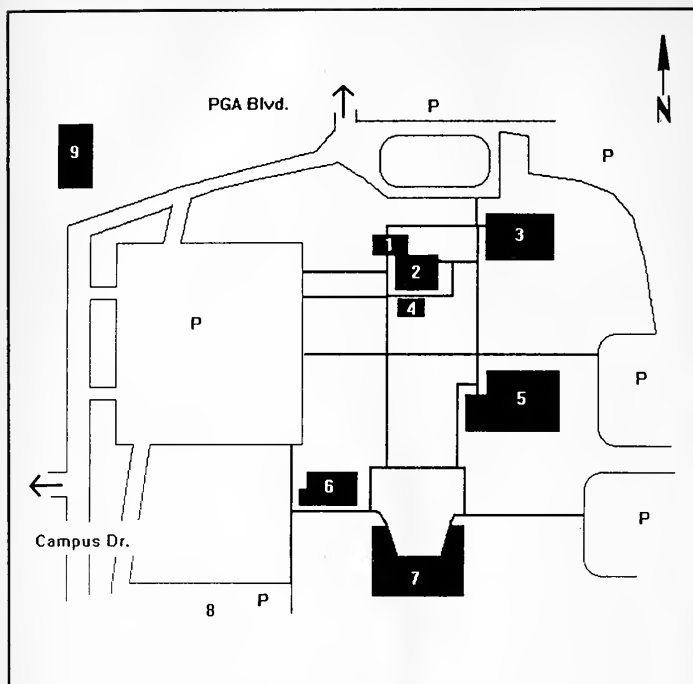
- |   |   |
|---|---|
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| 2. Technical Laboratory - TL                    | 16. Social Science - SS                   |
| 3. Engineering - TE                             | 17. Science - SC                          |
| 4. Philip O. Lichblau Allied Health Center - AH | 18. Hospitality Management - SC           |
| 5. Graphic Communications                       | 19. Criminal Justice - CJ                 |
| 6. Business Administration - BA                 | 20. Paul J. Glynn Student Services Center |
| 7. Harold C. Manor Library - LLRC/LC            | 21. Security                              |
| 8. Data Processing - DP                         | 22. Bookstore                             |
| 9. Administration Offices                       | 23. Financial Aid                         |
| 10. Cashiers Office/Finance                     | 24. Cafeteria                             |
| 11. Continuing Studies - CE                     | 25. Student Activities Center - SAC       |
| 12. Beachcomber - Student Publication           | 26. Tennis Shop                           |
| 13. CPI Reading Laboratory - CP                 | 27. Physical Plant                        |
| 14. Provost's Office                            | 28. Fitness Center                        |
|   | 29. Gymnasium - PE/GYM                    |
|   | 30. Watson B. Duncan III Theatre - AU     |
|   | 31. Humanities - HU                       |



### Palm Beach Community College Glades Campus

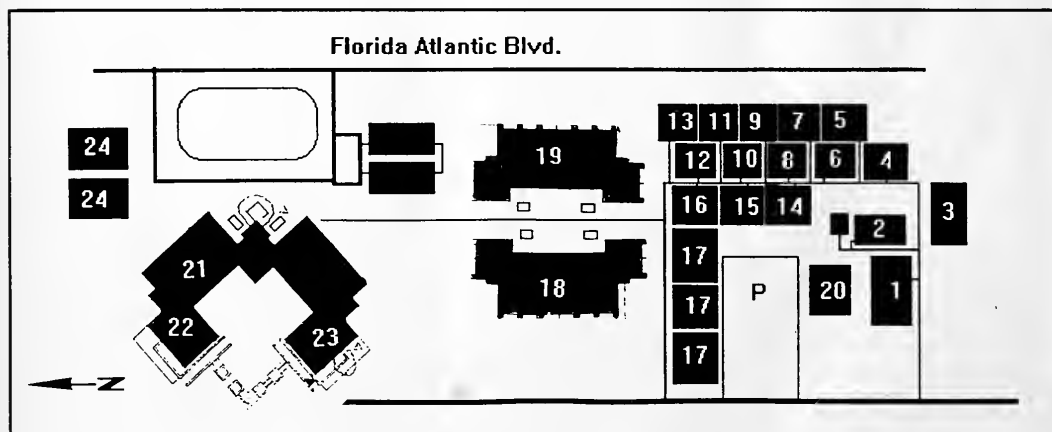
1977 College Drive, Belle Glade, FL 33430-6490

1. Classrooms   2. Physical Plant   3. Dolly Hand Cultural Arts Center  
P = Parking



**Palm Beach  
Community College  
Edward M. Eisey Campus**  
3160 PGA Boulevard, Palm Beach  
Gardens, FL 33410-2893

1. Administration
2. Student Services
3. AA Classroom Bldg.
4. Physical Plant/Security
5. Library Learning Resource Center - LLRC
6. Philip D. Lewis Center for Business and Industry Technology
7. Burt Reynolds Student Center Bookstore/Cafeteria
8. Jack Nicklaus Athletic Complex Soccer/Softball/Baseball
9. Greenhouse/Nursery



**Palm Beach Community College South Campus**

3000 Saint Lucie Avenue, Boca Raton, FL 33431-6490

- |                               |                     |                              |                                     |
|-------------------------------|---------------------|------------------------------|-------------------------------------|
| 1. Mod 1                      | 8. Mod 8            | 15. Mod. 15                  | 22. Registration/Counseling         |
| 2. Restrooms                  | 9. Mod 9            | 16. Mod. 16                  | 23. Cafeteria/Student Organizations |
| 3. Mod 3                      | 10. Mod 10          | 17. Physical Plant           | 24. Bookstore                       |
| 4. Mod 4 - Physical Education | 11. Mod. 11         | 18. Laboratory Bldg..        |                                     |
| 5. Mod 5                      | 12. Mod. 12         | 19. Classroom Bldg.          |                                     |
| 6. Mod 6                      | 13. Mod. 13         | 20. Mod. 20 - Student Lounge |                                     |
| 7. Mod 7                      | 14. Mod. 14 - Drama | 21. Message Center/Cashier   |                                     |

P = Parking

# PALM BEACH COMMUNITY COLLEGE APPLICATION FOR ADMISSION

Please Type or Print Clearly

1. U.S. SOCIAL SECURITY NUMBER

2. HOME CAMPUS DESIGNATION See cover for addresses

☐ Central ☐ Eissey ☐ Glades ☐ South

3. NAME

LAST

FIRST

MIDDLE/MAIDEN

If any of your transcripts, test scores, etc. might arrive under any name(s) other than those listed above enter name(s) here:

4. LOCAL ADDRESS

NUMBER AND STREET ADDRESS

CITY

COUNTY

STATE

ZIP CODE

HOME TELEPHONE

BUSINESS TELEPHONE

5. PERMANENT ADDRESS ☐ Check here if same as local address

NUMBER AND STREET ADDRESS

CITY

COUNTY(OR PROVINCE)

STATE/NATION

ZIP CODE

AREA CODE

TELEPHONE NUMBER

6. ENTRANCE DATE

Year 19

☐ AUG. (Fall term)

☐ Oct. (Fall express term)

☐ JAN. (Winter term)

☐ March (Winter express term)

☐ MAY (Spring term)

☐ JUNE (Summer term)

8. STUDENT STATUS

☐ AA degree seeking

☐ AS degree seeking

☐ Certificate Program

☐ Non degree seeking

☐ Audit

☐ Transient

☐ High school dual enrollment

7. MAJOR

9. DISABLED STATUS

Please indicate whether you have any handicapping condition

☐ YES ☐ NO If yes, please explain

10. SEX

☐ Female (2) ☐ Male (1)

11. DATE OF BIRTH

\_\_\_\_/\_\_\_\_/\_\_\_\_

PLACE OF BIRTH

\_\_\_\_\_

12. RACE/ETHNIC ORIGIN

☐ American Indian (3)

☐ Asian (2)

☐ Black Non-Hispanic (5)

☐ Hispanic (6)

☐ White Non Hispanic (1)

13. HIGH SCHOOL DATA

NAME OF HIGH SCHOOL

CITY/STATE

Date of Graduation

MO

YR

14. GED DATA State of Issue

English Version? ☐ Yes ☐ No

Date of Issue

MO

YR

15. COLLEGE/UNIVERSITY

List all Postsecondary colleges or universities you have attended. Omission of any constitutes falsification of records and voids application.

NAME OF INSTITUTION	CITY/STATE	DATES	DEGREE	CREDIT

To list more colleges/universities, attach separate page.

16. CITIZENSHIP Carefully read #16 on Application Information page.

☐ U.S. Citizen ☐ Resident Alien ☐ Refugee Alien

Is English your primary language? ☐ Yes ☐ No

HOME COUNTRY (FOREIGN STUDENTS ONLY)

VISA TYPE

17. RESIDENCY STATEMENT AND SIGNATURE

A legal resident for tuition purposes is considered an independent person, or a dependent whose parent or legal guardian, has maintained legal domicile in the state of Florida for a minimum of 12 continuous months prior to the date of entrance, and does not claim another state for any residency purpose. If you are a resident, you must also indicate how long (years/months) you have maintained continuous legal domicile in the state of Florida. Applicants who omit any of this information will be classified as a non-resident for tuition purposes. Consult the College Bulletin for further information.

I qualify as a: ☐ Florida Resident ☐ Non Florida Resident

How long?

\_\_\_\_/\_\_\_\_  
YEARS/MONTHS

PBCC may release copies of my official PBCC transcript to other institutions to which I make application. No further authorization may be necessary. I understand that falsification or omission of any information may result in my dismissal or rejection from the College.

SIGNATURE OF APPLICANT

DATE



# APPLICATION INFORMATION AND INSTRUCTIONS

**APPLICATION:** Complete the Application form in detail and forward it to the Admissions Office at the designated home campus you plan to attend. International Applications must be sent directly to the Central campus. Applicants applying to Limited Access Programs must send the application to the campus designated on the application. **Applications not complete will be returned.**

**APPLICATION FEE:** \$20 U.S. citizen. \$30 international. (U.S. currency) **Non-Refundable**

**PLACEMENT TEST:** Each first-time-in-college student and transfer student who has not successfully completed college level math or English must furnish official test scores from the ACT, SAT, ASSET, MAPS, or CPT prior to registering for classes. If you have not yet taken one of the placement tests listed above, make an appointment at the testing center on the campus where you will register.

**LIMITED ACCESS PROGRAMS:** Admission to College neither constitutes nor guarantees admission to Limited Access Programs. If you plan to enter one of the following programs, you must request the separate application packet for the specific program. The application and records must be submitted to the home campus designated on the application. Limited Access Programs include: •DENTAL ASSISTING, •DENTAL HYGIENE •DENTAL LAB TECH •NURSING (Except LPN to RN and Advanced) •PARAMEDIC •DIETETIC TECH •RESPIRATORY CARE •RADIOGRAPHY PROGRAMS.

**RECORDS:** Any student falsifying application records will be subject to immediate dismissal without a refund. All credentials submitted become the property of the college and cannot be returned.

**FINAL ACCEPTANCE:** Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon our receipt of all required documents, including official high school transcript, GED transcript, or transcripts of all previous college work attempted. Official documents are those mailed directly from your previous institution to PBCC.

**CAREER CENTER:** If you are unsure of your college major or career objectives, or are in need of a job, contact the Career Center on the campus you plan to attend.

**HANDICAPPED STUDENTS:** Support services are available on each campus. If you need any special assistance, contact the campus you plan to attend.

1. **U.S. SOCIAL SECURITY NUMBER** - (Foreign students may not have this number). This number becomes your student number and is used in Federal and State reports only. It is important that this information be complete and accurate.
2. **HOME CAMPUS DESIGNATION** - The home campus designation is the campus where your records will be retained. Application and transcript(s) must be submitted to your home campus with the exception of Limited Access Programs (these records must be submitted to the campus designated on the application) and international applications (these records must be submitted to the Central campus). Any questions concerning academic advisement or your student records should be directed to your home campus.
3. **NAME** - Exact legal name. Include all names under which materials will be sent. Print clearly.
4. **LOCAL ADDRESS** - Address where you will be living while attending PBCC.
5. **PERMANENT ADDRESS** - Permanent home address.
6. **ENTRANCE DATE** - Check the month and enter the year of the term you plan to take your first class.
7. **MAJOR** - Indicate your intended PBCC field of study (refer to catalog for programs)
8. **STUDENT STATUS**
  - **A.A. (Associate in Arts degree)** - Those planning to attend a four year college or university after graduation from PBCC.
  - **A.S. (Associate in Science degree)** - Those interested in completing their formal college education at PBCC in a specialized, business, technical, or professional program.
  - **Certificate Program** - These are non-degree programs which at completion student will receive a certificate of completion.
  - **Non-Degree** - Students who would like to take a course for personal interest or job advancement, and do not plan on obtaining any type of degree at this time. Students in this category cannot receive Financial Aid.
  - **Audit** - Those wishing to attend classes but would not like to have a grade. Students must be in regular attendance, but are not required to take tests and examinations. No audit student may change their registration to seek credit in any course in which they are enrolled. All tuition and fees apply.
9. **DISABLED STATUS** - This information is used for research purposes only and helps the college determine facility and service needs.
10. **SEX** - This information is used in Federal and State reports only. It is important that this information be complete and accurate.
11. **DATE OF BIRTH and PLACE OF BIRTH** - This is used in Federal and State reports only. It is important that this information is complete and accurate. Include month, day, and year; city and state.
12. **RACE/ETHNIC ORIGIN** - Required for office of Civil Rights Reports.
13. **HIGH SCHOOL** - Indicate the name and request an **official** transcript from the last high school attended.
14. **GED** - Indicate the state, version and date issued. **Official** transcript of scores must be sent directly to PBCC from issuing agency. College accepts English Version of GED only.
15. **COLLEGE/UNIVERSITY** - Indicate the name and request an **official** transcript from all colleges and universities attended. Omission of any constitutes falsification of records and voids application.
16. **CITIZENSHIP** - Indicate your citizenship and English proficiency status. Resident Aliens must submit copies of both sides of their Resident Alien card. International students and refugees must submit copies of their immigration papers or visas.
17. **RESIDENCY STATUS AND SIGNATURE** - Read **carefully** the residency statement and check the appropriate box. Sign and date the application. **Applicants who omit any of this information will be classified as a non-resident for tuition purposes.**



***Florida's First Public Community College***

Palm Beach Community College is an Equal Opportunity/Affirmative Action Institution and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran, marital or handicapped status.



***Florida's First Public Community College***  
*Serving Palm Beach County from four locations*

NON-PROFIT OR  
U.S. POSTAGE  
**PAID**  
WEST PALM BCH.  
PERMIT NO. 135

**Palm Beach Community College Central Campus**

4200 Congress Avenue, Lake Worth, FL 33461-4796  
(407) 439-8000

**Palm Beach Community College Edward M. Eissey Campus**

3160 PGA Boulevard, Palm Beach Gardens, FL 33410-2893  
(407) 625-2500

**Palm Beach Community College Glades Campus**

1977 College Drive, Belle Glade, FL 33430-3699  
(407) 996-3055

**Palm Beach Community College South Campus**

3000 Saint Lucie Avenue, Boca Raton, FL 33431-6490  
(407) 367-4500











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College.

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**REFERENCE ROOM**



**Lake Worth, Fla. 33461**

